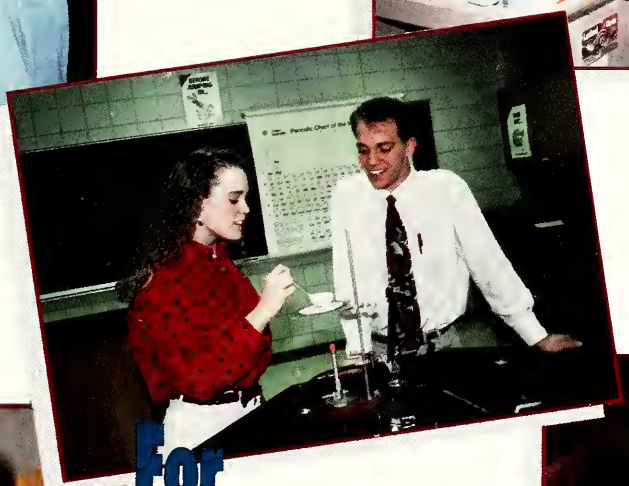
HINDS COMMUNITY COLLEGE

The College For All People



1995-96

Catalog

Hinds Community College is reaching out to serve you better!

Call 1·800 HINDS CC

Automated Voice Response System available 24 hours a day, 7 days a week.

Using it is as easy as 1-2-3:

1. Use a touch-tone phone (If you do not have a touch-tone or if there is a problem matching your phone equipment to our system, please stay on the line and an operator will assist you personally, 8 AM to 4:30 PM, Mon.-Fri.)

2. Enter a 4-digit extension number for a direct connection to the following offices:

Admissions and Records - 3212
Financial Aid:
- **Grants - 3223**
- **Scholarships:**
  - **ACT - 3453**
  - **Development Foundation and Trustmark - 3502**
  - **Gifted & Talented and Other Race - 2328**
  - **Student Loan Program - 3432**
  - **Work Study Program - 3426**
  - **Veterans Benefits - 3226**

Locations:
- **Jackson Campus-Academic/Technical Center - 1405**
- **Jackson Campus-Nursing/Allied Health Center:**
  - **Counseling - 3519**
  - **General Information and Campus Tours - 6507**
- **Rankin Campus:**
  - **Counseling - 5540**
  - **General Information and Campus Tours - 5237**
- **Raymond Campus:**
  - **Counseling - 3216**
  - **General Information & Campus Tours - 3385 or 3620**
  - **Housing - 3222**
- **Utica Campus - 2328 or 2327**
- **Vicksburg/Warren County Branch - 0600**

Resource & Coordinating Unit for Economic Development:
- **Adult Basic Education/Continuing Education/GED - 3498**
- **One-Stop Career Center - 3384**
- **Small Business Development Center - 3536**

Student Recruiting - 3385 or 3620
Telecourses - 3257 or 3410

3. Have your social security number ready to have the following mailed to you:

College Catalog - provides course descriptions and a college calendar. To request a catalog, press [1] from the Main Menu, then [1].

View Book - contains all applications, major fields of study offered, and general information about the six locations in the Hinds District. To request a view book, press [1] from the Main Menu, then [2].

Class Schedule - provides a schedule of classes by location and a calendar, including registration dates and times and counseling office hours. To request a Class Schedule, press [1] from the Main Menu, then [3].

Financial Aid Packet - includes applications and information on grants, loans, work study, scholarships and veteran's benefits. To request a Financial Aid Packet, press [1] from the Main Menu, then [4].

Adult Learner Brochure - contains testimonials from Hinds students that are sure to convince you to enroll. To request the Adult Learner Brochure, press [1] from the Main Menu, then press [5].

Please continue on inside back cover

77TH
ANNUAL SESSION
HINDS COMMUNITY COLLEGE

RAYMOND CAMPUS
Raymond, Mississippi 39154-9799

UTICA CAMPUS
Utica, Mississippi 39175-9599

JACKSON CAMPUS

Academic/Technical Center
3925 Sunset Drive
Jackson, Mississippi 39213-5899

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204-3490

RANKIN CAMPUS
3805 Highway 80 East
Pearl, Mississippi 39208-4295

VICKSBURG-WARREN COUNTY BRANCH
1624 Highway 27 South
Vicksburg, Mississippi 39180-8699

Accredited by and member of Southern Association of Colleges and Schools
Accredited by Mississippi Commission on College Accreditation
Member of Mississippi Junior College Association
Member of Mississippi Association of Colleges
Member of American Association of
Community and Junior Colleges

ALL STATEMENTS IN THIS PUBLICATION ARE ANNOUNCEMENTS OF PRESENT POLICIES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME BY THE PROPER AUTHORITY WITHOUT PRIOR NOTICE.

DISTRICT DIRECTORY

FOR	WHERE	PHONE
General Information	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Raymond Campus	857-5261 or 352-3011
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg-Warren County Branch	638-0600
Add/Drop A Course	See Registration Schedule	
Admissions-District Office		857-3212 or 352-3011
Advance Registration	See Registration Schedule	
Athletics:	Raymond Campus	857-3325 or 352-3011
	Utica Campus	885-6062 or 354-2327
Bus Services	Utica Campus	885-6062 or 354-2327
Business Office		857-3200
Cooperative Education & Job Placement		857-3384
Counseling	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Raymond Campus	
	Academic	857-3216
	Vocational or Technical	857-3372
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg-Warren County Branch	638-0600
Community Services		857-3233
Financial Aid	Raymond, Jackson, Rankin & Vicksburg	857-3223
	Utica	885-6062 or 354-2327
Housing	Raymond Campus	857-3222
	Utica Campus	885-6062 or 354-2327
RCU	Raymond Campus	857-3312
Recruiting & Tours of Campus		857-3385
Scholarships		857-3385
Student Activities & Clubs	Raymond, Jackson Campuses	857-3388
	Rankin Campus	932-5237
	Utica Campus	885-6082 or 354-2327

HINDS COMMUNITY COLLEGE
College Calendar
1995 -1996

1995 SUMMER SCHEDULE

June 1, 1995	• Open Registration - for summer, eight weeks and evening classes
June 5	• First day of classes
June 30	• Last day of first summer term classes and final exams • Open Registration - second summer term
July 3-4	• Holidays - Independence Day
July 5	• First day of class for second term
July 5 - August 4	• Advance Registration for 1995 fall semester
August 1	• Last day for eight weeks and second summer term classes; day and evening, and final exams

1995 FALL SEMESTER

August 17, 1995	• Faculty reports • New faculty orientation
August 18	• District faculty convocation
August 19	• Part-time faculty orientation
August 21-22	• Open registration for all locations as announced in fall schedule
August 22	• Open registration completed - last day to register without added fees • Residence halls open for new students
August 23	• Work day for faculty and staff • Residence halls open for returning students
August 24	• First day of classes
August 24-30	• Drop and add (see regulations and fee statement schedule) • Late registration
August 30	• Last day to add or drop a day class before mid-term
August 31	• Last day to add a Thursday evening class
September 4	• Labor day holiday (night classes will not meet)
September 5	• Last day to add a Tuesday evening class
September 6	• Last day to add a Wednesday evening class
September 11	• Last day to add a Monday evening class
October 3	• Deadline to apply for fall graduation
October 20	• End of first term
October 23	• First term and mid-term grades due in admissions and records
October 24	• First day a student may withdraw from class
November 20 - December 20	• Advanced Registration for 1996 spring semester
November 22	• Residence halls close at 3 p.m. for Thanksgiving holidays (night classes will not meet)

November 23-24	• Thanksgiving holidays
November 26	• Residence halls open at 3 p.m.
November 27	• Classes resume after Thanksgiving holidays
December 8	• Last day to withdraw from a class or all classes
December 14	• Last day of day classes • Final exams for Thursday night classes only
December 15-20	• Final examinations - day and evening classes
December 20	• Residence halls close at 3:00 p.m.
December 21	• Grades due in admissions and records - 12 noon
December 22	• Fall commencement

1996 SPRING SEMESTER

January 8, 1996	• Faculty reports
January 9	• District faculty convocation
January 10-11	• Open Registration for all locations as announced in spring schedule
January 11	• Residence halls open at 3 p.m. for new students • Open Registration completed • Last day to register without added fees
January 12	• Work day for faculty and staff
January 13	• Part-time faculty orientation
January 15	• Heritage Day holiday (night classes will not meet)
January 16	• First day of classes
January 16-19	• Drop and add (see regulations and fee statement in schedule) • Late registration
January 19	• Last day to add a day class or drop a class before mid-term
January 22	• Last day to add a Monday evening class
January 23	• Last day to add a Tuesday evening class
January 24	• Last day to add a Wednesday evening class
January 25	• Last day to add a Thursday evening class
February 20	• Deadline to apply for spring graduation
March 8	• End of first term • First term and mid-term grades due in Admissions and Records • Residence halls close at 3 p.m. for spring holidays
March 11-15	• Spring holidays
March 17	• Residence halls open at 3 p.m.
March 18	• Classes resume after spring holidays
March 19	• First day a student may withdraw from classes
April 4	• Residence halls close at 3 p.m. for Easter holiday (night classes will not meet)
April 5	• Easter holiday

April 7	• Residence halls open at 3 p.m.
April 8	• Classes resume after Easter holiday
April 22 - May 17	• Advance Registration for 1996 summer and fall terms
May 6	• Last day to withdraw from classes or all classes
May 10	• Last day of day classes
May 13-16	• Final examinations-day and evening classes
May 16	• Residence halls close at 3 p.m.
May 17	• Grades due in Admissions and Records - 12 noon • Work day for faculty and staff
May 19	• Spring commencement

1996 SUMMER SCHEDULE

May 30, 1996	• Open Registration - for summer, eight weeks and evening classes
June 3	• First day of classes
June 28	• Last day of first summer term classes and final examinations • Open Registration - second summer term
July 1	• First day of classes for second term
July 4-5	• Holidays - Independence Day
July 8 - August 2	Advance Registration for 1996 fall semester
July 30	• Last day for eight weeks, second summer term classes, day and evening classes and final examinations

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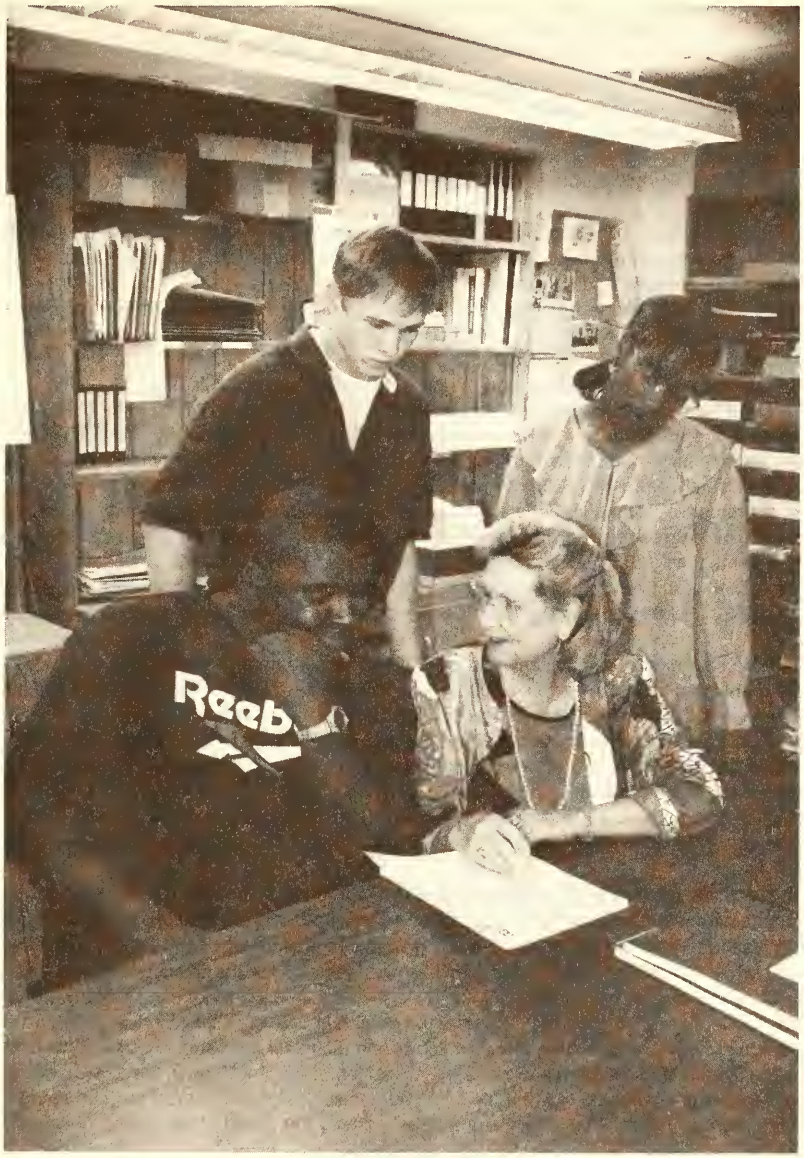

I

The College Organization

HISTORY OF HINDS COMMUNITY COLLEGE

What began in 1917 as a small agricultural high school in the center of Hinds County, is today one of the most progressive post-secondary educational institutions in the state.

Hinds County Agricultural High School in Raymond was established under the presidency of W. M. Taylor. In its first year, the institution enrolled 117 students who were taught by a faculty of eight. The school was one of several agricultural high schools which sprang up in the state during this period.

In 1918, R. E. L. Sutherland became president of the institution. Building on the legacy of Taylor, Sutherland started the school on the road to becoming part of one of the first statewide junior college systems in the nation.

The first year of junior college work was offered during the 1922-23 school session and attracted a freshman enrollment of 30 students.

Four years later in 1926, a curriculum for sophomore students was added. During this time, the College also received accreditation from the Southern Association of Colleges and Schools which guaranteed that Hinds students would have their coursework fully accepted by senior colleges and universities.

President G.J. Cain served the College from 1929 to 1938, and while the college curriculum and enrollment continued to expand so did the institution's participation in competition. The year 1936 marked Hinds' predominance in state competition, as the college won literary, athletic, and debate contests.

After Cain's tenure, George M. McLendon assumed the presidency and served until 1965.

Under McLendon's leadership, Hinds experienced accelerated growth, and during World War II, the College initiated the vocational division. Because of the area's growth in business and industry, President McLendon saw the need for opportunities in vocational education. He was instrumental in expanding the vocational division curriculum with a wide range of offerings to meet this need. This division currently offers over 20 areas of study.

Technical program offerings blossomed in the late 1960s, and an associate of applied science degree for two-year technical students was approved. This degree offering was placed in the college catalog for the first time during the 1968-69 school year.

With McLendon's retirement in 1965, Hinds inaugurated Robert L. Mayo as its fifth president. Enrollments continued to increase and programs continued to expand, creating a need for more facilities. Hinds opened the Jackson Branch, located at 3925 Sunset Drive, in 1970, and continued its growth with the building of the Vicksburg-Warren County Branch which opened its doors in 1975.

Dr. Clyde Muse became president of the institution in 1978 with the retirement of Mayo. And, during his first years as leader of the College, Hinds enrollment soared over the 10,000 mark. This represented the largest single institution enrollment at any state community college.

In 1982, Utica Junior College, under Federal Court order, merged with Hinds to form an educational institution of even greater prosperity in enrollment, facilities, program offerings, and community service ventures. The merger also saw an increased diversity in the options available to students.

The rich history of Utica dates back to 1903 when Dr. William H. Holtzclaw, a native Hinds countian, founded the Utica Normal and Industrial Institute as a private school. For 40 years, Holtzclaw led this school as it taught students how to read and write, and to work with their hands.

In the early 1940s, Holtzclaw handed the leadership of the Institute to his son, William, who remained at its helm until 1946 when J. W. Grantham became superintendent. Grantham served at Utica until 1951. At this point, J. D. Boyd became the third president, and during his fourth year the institution was recognized by the state legislature as Utica Institute. Boyd continued in his position until 1957 when Dr. Walter Washington became president. Under the subsequent guidance one year later of J. Louis Stokes, the Institute became known as Utica Junior College and joined the other state-funded two-year colleges in working to meet the needs of the state's citizens. Stokes remained president until the Utica/Hinds merger in 1982.

Today the Utica Campus offers over 50 academic, vocational, and technical programs to its students. Residence hall life now plays a major role in the lives of these students with the 1984 addition of the B. E. Lewis, Maggie Dunson, and Newton-Walker buildings. The Utica Campus is also home to the J. D. Boyd Gymnasium, one of the most modern sports facilities in the community college system. Men and women's basketball and tennis teams are a part of the strong athletic tradition that exists at Hinds.

The year 1983 saw Hinds open its Pearl-Rankin Vocational/Technical Center to offer courses to Rankin County high school students. Known today as the Rankin Campus, this location of Hinds now also serves college-age and adult students and has the largest number of commuter students in the College district enrolled in academic, vocational, and technical programs. Facilities at this location now include the Academic Library Building (1988), Academic/Technical Building (1990), and the newest addition, the Student Services Building (1992).

In 1984, the Jackson Branch on Sunset Drive joined with the Nursing/Allied Health Center at 1750 Chadwick Drive and the Universities Center on Ridgewood Road to form a comprehensive Jackson Campus. After adding an academic and technical building in 1992, the Sunset Drive location became known as the Academic/Technical Center.

The Jackson Campus features diverse curriculums ranging from both academic and technical courses at the Academic/Technical Center to nursing and allied health programs at the Nursing/Allied Health Center. For several years the University Center provided academic courses which transferred to senior colleges and universities.

Growth in business and industry saw the institution incorporate the Resource and Coordinating Unit for Economic Development in 1988 to train workers and raise their education level. Through computer laboratory skills, mobile literacy units, small business development workshops, and international trade seminars, this segment of the College works to expand the state's economic base.

In 1990, the Vicksburg Branch added another learning facility, known as the Academic and Technical Building, to serve high school graduates and adult learners who want to study in academic, vocational, and technical areas. The Branch also houses the largest high school vocational-technical center in the state.

The Hinds Campus in Raymond, where the College's history began, added a state-of-the-art cafeteria to its facilities in 1993. Other features such as an 18-hole golf course, olympic-size swimming pool, and varsity athletic competition appeal to students enrolled in academic, vocational, and technical programs.

In 1994, Hinds joined 13 community and junior colleges in the state on the Community College Network (CCN), a telecommunications system which links the institutions to one another. The network provides access to educational resources that had not previously been available, including continuing education classes for teachers and those in the private sector.

To reflect its commitment to meet the educational needs of everyone in the district, Hinds Junior College changed its name to Hinds Community College in 1987. Recent high school graduates, adults working on a second career, industry employees who are upgrading skills, and those who are taking classes just for fun are letting Hinds make a difference in their lives. Hinds is now, more than ever, living up to its name as "The College for All People."

MISSION STATEMENT

The mission of Hinds Community College, a public, comprehensive community college, is to offer pertinent and diverse educational programs and services for persons with various interests and abilities by:

- Providing academic (college transfer) programs that parallel the first two years of four-year college studies
- Providing occupational programs to prepare students for employment
- Providing continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs
- Providing continuing education programs that enhance the quality of life
- Providing short courses, seminars, workshops, and industrial start-up training that will meet educational, business, industrial, and service needs
- Providing high school general education and vocational services through a cooperative agreement with district high schools

GOALS

The College's mission requires a fundamental commitment to teaching excellence and a supportive, caring student environment. Therefore, the following goals have been established:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide guidance in assessing and developing the aptitudes and the abilities of students
4. To provide guidance, counseling, and learning experiences that will enable students to attain economic security
5. To provide continuing education in academic, technical, and vocational areas
6. To provide extracurricular activities to give students opportunities for developing leadership and social confidence and learning to work with others
7. To provide educational experiences that will enable students to become effective citizens
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs of the community and the district

BOARD OF TRUSTEES

Walter R. Bivins, President (Hinds)
Jobie L. Martin, Vice President (Hinds)
Dr. Leslie Johnson, Secretary (Hinds)

Dr. William Dodson (Rankin)
D.G. Fountain, Jr. (Hinds)
F.C. Fox, Jr. (Claiborne)
Dr. Ray Holloway (Copiah)
Dr. Jim McCullouch (Hinds)
Donald Oakes (Warren)
John Patrick (Rankin)
Robert Pickett (Warren)
Talmadge Portis, Jr. (At-Large)
Dr. Lelia Rhodes (Hinds)
Dale Sullivan (Copiah)
Dr. F.A. White, Jr. (Claiborne)

BOARDS OF SUPERVISORS

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Percy Thornton, District 4 — Charles Johnson, District 5

COPIAH COUNTY

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Manuel Welch, District 4 — Winfred Hammack, District 5

HINDS COUNTY

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Ronnie Chappell, District 4 — George S. Smith, District 5

RANKIN COUNTY

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Charles Shepherd, District 4 — Jack Dennis, District 5

WARREN COUNTY

Patricia Smith, District 1 — John Ferguson, District 2 — Betty B. Jackson, District 3
William F. Lauderdale, Jr., District 4 — Richard George, District 5

ADMINISTRATIVE OFFICERS

DISTRICT ADMINISTRATIVE OFFICERS

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D. ..... President

George E. Barnes, B.S., M.A., Ed.S., Ph.D ..... Vice President for Utica Campus, Vicksburg-Warren County Branch and Administrative and Student Services

Troy H. Henderson, A.A., B.S., M.A., Ed.S. ..... Vice President for Physical Plant and Auxiliary Services

Adam Jenkins, B.S., M.B.A ..... Vice President for Business Services

Michael J. Rabalais, B.A., M.S., Ph.D ..... Vice President for Raymond Campus and Nursing/Allied Health Center, Director of Parallel Programs

Jimmy Smith, A.A., B.S., M.S. ..... Vice President for Rankin Campus; Jackson Campus - Academic/Technical Center, Universities Center; Director of Occupational Programs

DISTRICT COLLEGE ADMINISTRATION

Lou Anne Askew, A.A., B.S., M.Ed. ..... Special Populations Coordinator

Bob Bain, B.S., M.Ed. ..... District Director, Admissions and Records

* Barbara Blankenship, B.S.E., M.S.E., Ed.D ..... District Dean of Student Affairs, Dean of Student Affairs - Raymond Campus

Billy Boykin, B.S., M.S. ..... Director of Energy Conservation/Maintenance Services

Rebecca Davidson, A.A.S., B.A. ..... Coordinator, Continuing Education/Health Related

William Douglas Fowler, B.S., M.S ..... Director of Facility Use, Janitorial Services

Bebe Garrison, B.S ..... Coordinator of High School Relations

Jackie Granberry, B.S., M.Ed. ..... Director of Institutional Advancement

Reggie Harris, B.S. ..... Recruiter

Clark Henderson, B.A., M.Ed. ..... Director of the Career Center

Eldridge Henderson, B.S., M.A., Ed.S., Ph.D. ..... Director of Adult Basic Education

Bob Hodges, A.A. ..... Assistant Director, Public Relations

Carol Kelley, B.A., M.S. ..... Coordinator of Deaf Services

Curtis Kynerd, A.A., B.S., M.Ed. ..... Director of Educational Media Services/Office of Telelearning

K.P. Lewis, B.S. ..... District Director of Purchasing

Roslynn Martin, B.S., M.B.A. ..... District Director of Personnel

Barbara Mayo, B.S. ..... Workforce Specialist

Patsy Mayo, B.A., M.A., ... Coordinator, Tech-Prep

Janis McCoy, B.S., M.Ed. ..... Coordinator, Business and Government Services

Thurman Mitchell ..... District Director of Financial Aid

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Zandra Nowell, B.S ..... Coordinator of Development Foundation and Alumni Services

John Perritt, A.A., B.S., M.Ed. ..... Director of Instructional Development

Jarrod Ravencraft, A.A., B.S. ..... Administrative Assistant, Institutional Advancement

* Willie Ealey-Stokes, B.S., M.A. ..... Assistant Director, Public Relations

Harriet Vickers, B.S., M.S. ..... District Director, Public Relations

E. Rosser Wall, B.A., M.A., Ed.D ..... District Dean, Institutional Research/ Management Information System

Marguerite Wall, B.S. ..... Director, Small Business Development Center and International Trade

Norma Wall, B.S., M.L.S ..... District Dean, Learning Resources

* René Warren, B.S., M.Ed. ..... District Director, Athletics

Charles West, A.A.S., B.S ..... District Director of Computer Services

John Woods, B.S., M.S., Ph.D ..... Coordinator of Industrial Services

ADMINISTRATION
JACKSON CAMPUS - ACADEMIC/TECHNICAL CENTER

Jimmy Smith, A.A., B.S., M.S. ..... Vice President for Rankin Campus, **Jackson Campus-Academic/Technical Center**, and Director of Occupational Programs
Wayne Stonecypher, A.A., B.S., Ed.D. ..... **Academic Dean Jackson ATC** and Rankin Campus
Leroy Levy, B.S., M.S. Ed., Ed. S.. ..... Dean
Mildred Lester, B.A., M.Bus.Ed. ..... Assistant Dean
Hugh Furr, B.S., M.R.E., Ph.D. ..... Counselor
Cleavern Robertson, B.S., M.Ed. ..... Counselor
Karena Simon, B.S., M.S. Ed. ..... Academic Counselor

ADMINISTRATION
JACKSON CAMPUS - NURSING/ALLIED HEALTH CENTER

Michael J. Rabalais, B.A., M.S., Ph.D. ..... Vice President for Raymond Campus, **and Nursing/Allied Health Center**/Director of College Parallel Programs
David Durham, B.S., M.S., Ph.D. ..... **Academic Dean, Nursing/ Allied Health Center** and Raymond Campus
Mary Ann Sones, A.A.S., C.D.A., B.S., M.S ..... Dean
Gloria Coxwell, B.S.N., M.N. ..... Assistant Dean
Margaret Bain, B.S., M.Ed. ..... Counselor
Bob Bain, B.S., M.Ed. ..... District Director, Admissions and Records
Roy Shelby, B.S.Ed., M.S.Ed. ..... Counselor

ADMINISTRATION
RANKIN CAMPUS

Jimmy Smith, A.A., B.S., M.S. ..... **Vice President for Rankin Campus** Jackson Campus - Academic/Technical Center and Director of Occupational Programs
Wayne Stonecypher, A.A., B.S., Ed.D.. ..... **Academic Dean, Rankin Campus** and Jackson ATC
Dean Lamb, B.A., M.Ed. ..... Counselor
Carol McLaurin, B.S., M.S. ..... Counselor
Robert Oakes, B.S., M.Ed. ..... Dean of Student Affairs
James Pettigrew, Ed.D. ..... Director of High School Vo-Tech
Pam Truhett, B.S., M.Ed. ..... Counselor
William Wilson, A.A.S., B.S., M.Ed. ..... Post-Secondary Vocational-Technical Dean

ADMINISTRATION
RAYMOND CAMPUS

Michael J. Rabalais, B.A., M.S., Ph.D. ..... **Vice President for Raymond Campus** & Director of College Parallel Programs
Ken Anderson, A.A ..... Director of Housing
*Barbara Blankenship, B.S.E., M.S.E., Ed.D. ..... Dean of Student Affairs
David Durham, B.S., M.S., Ph.D. ..... **Academic Dean, Raymond Campus** and Nursing/Allied Health Center
Pat Flaherty, A.S., B.S., M.S. ..... Dean, Vocational-Technical Education
Jack Hite, A.A., B.S., M.C.C. ..... Director of Student Activities
Charles Hubbard, B.S., M.A., Ed.S. ..... Counselor
* Curtis Kynerd, A.A., B.S., M.Ed. ..... Director of Media Services
Sharon Leggett, B.S.Ed., M.Ed., Ed.S. ..... Counselor
Davelle King, B.B.A., M.Ed. ..... Academic Counselor
* John Perritt, A.A., B.S., M.Ed ..... Instructional Development Officer
Carol B. Nelson, B.S., M.S. ..... Counselor
Cliff Nelson, B.S., M.Ed. ..... Director of Academic Counseling, Testing, and Disability Services

Carol Todd Robinson, B.S. Ed., M.S.Ed.....Counselor
Gayle Senter, B.S., M.Ed......Assistant Dean, Vocational-Technical Education
Randy Smith, A.A.S., B.S., M.Ed., Ed.S.....Counselor

ADMINISTRATION
UTICA CAMPUS

George E. Barnes, B.S., M.A., Ed.S., Ph.D.....**Vice President for Utica Campus,** Vicksburg-Warren County Branch and Administrative Student Services
Charles Bell, B.S.....Director of Campus Union
Monocia Daniel Conner, B.S., M.A.T.....Counselor
William Cornelius, B.A., M.A.T., Ph.D.....Director, Student Support Services
Johnny Crisler, A.A., B.S., M.A.....Dean,Student Affairs
Gloria Daniels, B.S., M.S.C., M.Ed., Ed.S.....Counselor
Deborah Danner, B.S., M.S.....Data Processing Instructor-Manager, Computer Services
* Willie Ealey-Stokes, B.S., M.A.....Assistant Director, Public Relations
* Alma Fisher, A.A., B.A., M.A.....Administrative Librarian
Eugene Gaston, B.S., M.S., Ph.D.....Dean of Instruction
Shirley Hopkins, B.A., M.A.T., Ph.D.....Title III Coordinator & Director of Learning Assistance Program
Cornelius Horton, B.S., M.S.....Counselor
Maude Jordan, B.S., M.S., Ed.S.....Counselor
Jessie J. Killingsworth, B.S., M.S., Ph.D.....Dean, Vocational-Technical Education
Daisy M. LaCour, B.S., M.S. Ed.....Director, Upward Bound Program
Shirley Meeks, B.S., M.S.....Counselor
Ellestene Turner, B.A., M.S.....Registrar

ADMINISTRATION
VICKSBURG-WARREN COUNTY BRANCH

George E. Barnes, B.S., M.A., Ed.S., Ph.D.....Vice President for Utica Campus, **Vicksburg-Warren County Branch,** and Administrative and Student Services
Hilton Dyar, A.A., B.S., M.S.....Dean
Faye Wilkinson, B.S., Ed.S.....Assistant Dean
Robert Barlow, B.S., M.Ed.....Counselor
Katherine E. Caldwell, B.S., M.Ed.....Counselor
Wilbur Harpole, Jr., B.S., M.Ed.....Counselor
Burkette H. Martin, Jr., B.S., M.Ed.....Counselor

DIRECTORY OF CHAIRPERSONS/INSTRUCTORS

Listed below are Campus/Branch/Center personnel. Normally, Instructor/Department Heads should be contacted by students who have questions about courses or similar matters. The normal route is as follows: From Instructor/Department Head to Division Chairperson, to Campus Dean, to Campus/Branch Vice President, to appropriate District Vice President, to the College President.

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
JACKSON CAMPUS - ACADEMIC/TECHNICAL CENTER

Accounting/Mathematics.....Edna Bilbro
Biology.....Hilda Wells
Business Technology.....Norma Dell Broadway

Chemistry ..... Gerald Pabst
Child Care Development ..... Mary Ann Jacobs
Computer Science ..... Art Compere
Drafting/Design Technology ..... Lynn Carter
Electronic Technology ..... Walter Hammack
Calvin Robinson
English and Foreign Language ..... Gary Fox
Geographical Information Systems Technology ..... Clayton Kimble
Hospitality and Tourism Management ..... James L. Richardson
* Mathematics ..... George W. Deer
Paralegal Technology ..... Thomas Powell
Psychology ..... Mary Nell Scott
Quality Assurance Technology ..... Spencer A. Morris
Reading ..... Gail Muse
Related Studies ..... Margaret Carr
Sociology ..... Audry Singletary

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
JACKSON CAMPUS - NURSING/ALLIED HEALTH CENTER

AD Nursing ..... Gloria Coxwell
Dental Assisting ..... Richard Gavant
Emergency Medical Technology ..... Rhoda Woodard
Medical Lab Technology ..... Jane Elder
Medical Records Technology ..... Judy Moore
Physical Therapist Assistant ..... Lisa Latham
Practical Nursing ..... Sandra Freeman
Respiratory Therapy ..... Pat Matthews
Surgical Technology ..... Martha Thomas

DEPARTMENT CHAIRPERSONS/INTRUCTORS
RANKIN CAMPUS

Art/Music ..... De Hurston
Biology ..... Charles H. Wise
Business Administration ..... Sharon Lee Cauthen
Business Technology ..... Jean Powers
Chemistry/Physics ..... John Payn
Computer Science ..... George W. Deer
Developmental Studies ..... Elaine Barr
Electronics Technology ..... Manual Shows
English, Foreign Language, Speech ..... Gary Fox
Mathematics ..... George W. Deer
Marketing Technology ..... Nan Woods
Physics ..... George W. Deer
Social Science ..... Eleanor Long

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
RAYMOND CAMPUS

Agribusiness Management Technology (1+1) ..... Bill Dixon
Agriculture ..... Thad Owens

Airframe and Power Plant	Tommy Douglas
Art	Russell Schneider
Auto Body and Frame Repair	Herbert McPhail
Auto Mechanics	Reece Powell
Auto Machinist	Lee Foote
Auto Vehicle and Accessories Marketing	Mickey Mott
Biology	Linden Haynes
Barbering	Murray Neal
Brick, Block and Stonemaonry	L.C. Henderson
Business Administration	Tom Shepherd
Business Technology/Computer Technology	Mary Etta Naftel
Carpentry	Joe Huffman
Chemistry/Physical Science	Lester Harrison
Commercial Art Technology	Michael Hataway
Communications Electronics Repair	Fred Redmond
Computer Programming	Stuart Spann
Drafting and Design Technology	Lonnie Harper
Education Data Processing	Martha Hand
Electricity and Wiring	Russell McGuffee
Electronics Technology	Harry Partin
English	Peggy Brent
Food Processing	Roger Jones
Graphics	Bob Laster
Graphic Arts	Michael Hataway
Heavy Equipment Maintenance	Dean Hodges
Home Economics	Alice Walker
Interpreter Training Technology	Gil Magee
Landscape Technology	Martha Hill
Machine Shop	Aubrey Nolen
Marketing Management Technology	Jerry Roberts
Mathematics	Dan Hogan
Meat Merchandising	Lamar Currie
Music	Rolland Shaw
Paralegal Technology	Susan Wilbanks
Physical Education	Dot Murphy
Printing Communications	Russell Poirrier
Psychology	Betty Clayton
Reading	Hilda McRaney
Refrigeration and Air Conditioning	W.E. Carson
Social Science	Lura Scales
Speech	Jerry Agent
Veterinary Technology	Bobby Glenn
Welding	Glenn Kemp

DEPARTMENT CHAIRPERSONS/INTRUCTORS
UTICA CAMPUS

Business	Ernestine Black
Electronics Technology	Darryl Jenkins
Mathematics and Science	Mae C. Jackson
Music	Bobbie Cooper
Social Sciences	James Jordan

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
VICKSBURG-WARREN COUNTY BRANCH

Business.....Laura Inman
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B.S. M.S., University of Alabama; Ed.S., Mississippi State University

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Academic/Technical Center

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Cleavern Robertson.....Vocational Counseling
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RANKIN CAMPUS

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B.S., Jackson State University; University of Southern California; University of Oklahoma

Patricia Grantham.....Child Care
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Ernest McFadden ..... Auto Mechanics
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Hinds Junior College

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B.A., Louisiana Tech University; M.S., Northeast Louisiana University; M.C.C., Mississippi College; LPC, MS

Bobby O. Glenn. ..... Veterinary Technology
B.S., Mississippi State University; D.V.M., Auburn University

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A.A., Jones Junior College; B.S.C., M.B.E., University of Mississippi; East Carolina University; Mississippi College; Mississippi State University

Billy Dale Graves ..... Physical Science
B.S., M.S., Ph.D., Mississippi State University

William G. Hairston ..... History, Geography
B.S., University of Mississippi; M.A., Michigan State Unlversity

Denise Marlene Halbach. ..... Theatre and Speech
B.A., University of Mississippi; M.F.A., University of Southern Mississippi

Martha D. Hand ..... Computer Technology
B.S., Mississippi College; Mississippi State University

Lonnie Lee Harper. ..... Industrial Drafting
A.A.S., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.S., Jackson State University

James A. Harris ..... Office Machines Repair
A.A., Hinds Junior College; University of Southern Mississippi

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B.A., Southwestern at Memphis; M.S., Memphis State University; Mississippi State University

Lester Wayne Harrison ..... Physical Science
B.S., Lambuth College; M.S., Ph.D., Memphis State University; University of Georgia; University of Kentucky

Michael Willis Hataway. ..... Commercial Design & Advertising
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College; Mississippi State University

Linden Smith Haynes ..... Biology
B.S., Alcorn State University; M.S., Virginia State University; Ph.D., Iowa State University

L.C. Henderson. ..... Bricklaying
B.S., M.S., Jackson State University

Martha Hill ..... Landscape Management
B.S., Mississippi State University

Dean W. Hodges. ..... Heavy Equipment Maintenance
A.A.S., Hinds Community College; B.S., Western Illinois University; M.S., University of Southern Mississippi

Daniel A. Hogan ..... Mathematics
B.S., University of Southern Mississippi; M.S., Ph.D., Louisiana Technical University

Jo Smith Hollman ..... Sociology
B.A., M.A., Mississippi College; Mississippi College Law School, University of Mississippi, University of Southern Mississippi; Mississippi State University

Charlie T. Hubbard ..... Vocational Counseling
B.S., Alcorn State University; M.A., Texas Southern Universlty; Ed.S., Jackson State University

Joe Frank Huffman. ..... Carpentry
B.S., Mississippi State University; Delta State University; M.S., Jackson State University

Anthony Hughes ..... Physical Education
B.A., Technical Certificate, University of Southern Mississippi

Patricia Richardson Hughes ..... Barbering
B.S., Belhaven College; Hinds Community College

John Ingwerson ..... Music
B.A., University of Nebraska; M.M.Ed., University of Arizona; Western Washington University

Tracy A. Irby ..... Music
A.A., Hinds Junior College; B.M.E., M.M.E., Northeast Louisiana University

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Sara Halsell Jenkins ..... English
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B.S., Mississippi State University; M.Ed., Mississippi College; Ed.,D., University of Mississippi

Roger P. Jones. ..... Food Processing Technology
B.S., M.S., Ph.D., Mississippi State University

Carol Kelley ..... Coordinator, Hearing Impaired
B.A., Jacksonville University; M.S., Florida State University

George Morris Kelly ..... English
B.A., M.A., Mississippi State University; University of Mississippi

Jane A. Kelly. ..... Psychology
B.A., M.S., University of Southern Mississippi; Ph.D., Mississippi State University

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Susan T. Kendricks. ..... Marketing Technology
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Davelle King ..... Counselor
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B.S., M.Ed., Mississippi State University; University of Tennessee

Sharon P. Leggett ..... Counseling
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B.S., Livingston University; M.M.Ed., North Texas State University; D.A., University of Mississippi

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A.A., Hinds Junior College; B.A., University of Mississippi; University of Mississippi

Polly Tillman Marshall ..... English
A.A., Hinds Junior College; B.A., M.A., Mississippi College; Mississippi State University; University of Mississippi

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B.M. Ed., University of Alabama; M.M.Ed., Mississippi College; University of Michigan; University of Wisconsin; University of Southern Mississippi; Texas Christian University; Mississippi State University

Shirley Mays ..... Business Technology
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B.A., M.A., Mississippi College

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A.A., Hinds Junior College; B.A., M.A., Mississippi College

Russell W. McGuffee, Jr ..... General Electricity & Wiring
A.A.S., Hinds Junior College; University of Southern Mississippi

Cleon McKnight ..... Chemistry
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Hinds Junior College; University of Southern Mississippi

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B.A., B.S., M.A., Delta State University

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William Ralph Moore. ..... Drafting & Design Technology
B.S., University of Southern Mississippi

Marjorie H. Morris ..... Speech
B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi

Mickey Jon Mott ..... Automotive Parts & Service
Hinds Junior College; Holmes Junior College; Mississippi State University; University of Southern Mississippi

Dorothy Murphy ..... Physical Education
B.S., Mississippi University for Women; M.S., Mississippi State University

Thomas E. Murphy ..... Physical Education
B.S., Mississippi State University; M.Ed., Mississippi State University

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A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi; University of Wyoming; Fort Hayes State University, Kansas; Northern Michigan University; University of Wisconsin

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Carol B. Nelson. ..... Vocational Counselor
B.S., William Carey College; M.S., University of Southern Mississippi; University of Mississippi

Rosie Nelson ..... Basic Skills
A.A., Hinds Junior College; B.S., M.Ed., Jackson State University

Clifford L. Nelson ..... Counseling
B.S., M.Ed., Mississippi College

Deborah Leah Nichols ..... Physical Education
A.A., Hinds Junior College; B.S.E., M.Ed., Delta State University

Aubrey Daniel Nolen ..... Machine Shop
Hinds Junior College; Mississippi State University

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A.A.S., Utica Junior College; B.S., Mississippi Valley State University

Norman Price ..... Air Conditioning/Refrigeration
Hinds Community College; Mississippi State University

Polly H. Rabalais . ..... Physical Education
B.S., Mississippi University for Women; M.Ed., University of Mississippi; Mississippi College;
University of Southern Mississippi; American Red Cross Certified Multi-Media First Aid Instructor

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B.S., M.A.T., Mississippi State University

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B.S., M.Ed., Mississippi State University; Auburn University; Mississippi College; Mississippi State University;
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Michael Joseph Roth ..... Political Science
B.A., M.S., Ed.S., Mississippi State University; Mississippi College School of Law

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B.S., M.S., Western Illinois University

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B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College

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Rolland Shaw ..... Music
B.S. Ed., Mississippi College; M.M.Ed, Ph.D., University of Southern Mississippi; Westminster Choir College; Indiana University

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A.A., Hinds Junior College; B.S., M.B.A., Mississippi State University; Ed.S., University of Alabama; Mississippi College; University of Mississippi

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B.A., Florida State University; M.L.S., University of Southern Mississippi

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B.S., University of Arkansas; M.S., Mississippi State University; University of Texas

Deborah Renee Summers. ..... Business Administration
B.S., Mississippi State University; M.B.A., Mississippi State University

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A.A., Hinds Junior College; B.S., Mississippi State College for Women; M.L.S., A.M.S., Florida State University

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B.S., M.E., Mississippi State University

Cecelia R. Thomas. ..... Biology
B.S., University of Mississippi; M.C.S., University of Mississippi

Jerry W. Thomas ..... Heavy Equipment Maintenance
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B.A., Millsaps College; M.A., George Peabody College for Teachers

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B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University

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B.S., Mississippi State College For Women; M.L.S., University of Mississippi

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B.S., University of Southern Mississippi

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A.A.S., Hinds Community College; B.S., M.B.Ed., Mississippi College

Martha Wilkins ..... History
B.A., University of Mississippi; M.A., Mississippi College; Ph.D., University of Mississippi

Lou Anne Williams ..... Physical Science
B.S., Mississippi State University; M.C.S., Mississippi College

Jerry Williamson ..... Philosophy
B.A., Millsaps College, M.A., Southern Methodist University

Paula Wimbish ..... Reading
B.A.Ed., University of Mississippi; M.Ed., Ed.S., Mississippi College

David F. Young ..... Job Training & Safety, EPA
B.S., Mississippi State University

UTICA CAMPUS

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Carolyn Addison ..... Music Instructor
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William Cornelius. .....Director, Special Services
B.A., Tougaloo College; M.A.T., Indiana University; Merrill-Palmer Institute; Wayne State University;
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St. Johns College of New Mexico; Ph.D., Kansas State University

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B.S., Jackson State University; M.A.T., Jackson State University

Gloria Daniels.....Counselor
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Deborah Danner .....Data Processing
B.S., M.S., Jackson State University

Seyed Darbandi.....Accounting & Economics
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B.A., Mississippi Valley State University; M.A., Mississippi College

Wilson Harris, Jr .....Auto Mechanics
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Benard Hubbard .....Masonry
Jackson State University

Operetari Izonfuo.....Electronics Instructor
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Mae C. Jackson .....Mathematics
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B.S., Jackson State University

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University of Southern Mississippi

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B.S., M.S., Ed.S., Jackson State University

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B.S., University of Bombay; M.S., Tulane University

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B.S., Spelman College; M.S.Ed., Jackson State University

George McQuitter ..... Media Technology
B.S., M.S., Jackson State University

Shirley Meeks ..... Related Studies Counselor
B.S., M.S., Jackson State University

Randy Minton ..... Art
B.A., Delta State University; M.A., Mississippi College

Earl Joe Nelson ..... Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Mississippi State University; Howard University

Lester Owens ..... Drafting & Design
B.S., Alcorn State University; M.Ed., University of Georgia

James L. Pates ..... Carpentry
A.A.S., Coahoma Junior College; B.S., Mississippi Valley State University; University of Southern Mississippi; Alcorn State University

John F. Powers ..... Education
A.A.S., St. Mary's College; B.A., Crescia College; M.A., Catholic University of America; M.A., Western Kentucky; Ph.D., Southern Illinois University

Verlene Redfield ..... Clothing and Textiles
B.S., Alcorn State University

Benard Robinson ..... Industrial Arts
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University; Jackson State University

Albert Ross ..... Related Studies
A.A.S., Utica Junior College; B.S., Mississippi Valley State University

Bobbie Mason Smith ..... Health & Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Jackson State University

Juanita Smith ..... Food Service & Administration
B.S., Alcorn State University; M.A., Tennessee A & I University; Tuskegee Institute; University of Southern Mississippi

Jacqueline C. Sullivan ..... Barbering
Utica Junior College; Jackson State University

Blanchie Sutton ..... Special Populations Coordinator
B.S., M.S., Jackson State University

Floyd Tate ..... Social Science
B.S., Alcorn State University; M.A.T., Ed.S., Jackson State University; Lawrence University

Ida Thomas ..... Cosmetology
A.A., Utica Junior College; Cosmetology License, Davis Beauty School; Jackson State University; Mississippi State University

Willie Mary Thompson ..... Business Technology
B.S., Alcorn State University; M.Ed., Delta State University; University of Tennessee; Mississippi State University

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A.A., Meridian Junior College; B.A., University of Southern Mississippi; M.S., Mississippi State University

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Carlton Deforest Wilson ..... Mathematics
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VICKSBURG-WARREN COUNTY BRANCH

Roy Bailey ..... Food Service
B.S., Louisiana State University; M.Ed., University of Mississippi

Marion E. Banks ..... Allied Health
A.A. Nursing, Alcorn State University; Mississippi State University

Leslie Baylot. ..... Business & Office Cooperative
B.S., Bus.Ed., Mississippi State University

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A.A., Hinds Community College; B.S., Alcorn State University

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Cynthia Z. Carr ..... Distribution & Marketing
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David L. Chaney ..... Agri-Business
A.A., East Central Junior College; B.S., Mississippi State University

Donna Collins ..... Distributive Education Cooperative
A.A., Itawamba Junior College; B.S., Mississippi State University

Eugene Durman ..... Industrial Maintenance
B.S., Alcorn State University

Cynthia Erves-Price ..... Business & Office
B.S., Jackson State University

Donia Evans ..... Child Care
B.S., M.S., University of Southern Mississippi

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Rebecca R. Jernigan ..... Distributive Education Cooperative
B.S., University of Southern Mississippi; Mississippi College

Julius Johnson ..... Carpentry
B.S., Mississippi Valley State University; Mississippi State University

Rosie Johnson ..... Business & Office
B.S., M.Ed., Jackson State University

Joe Johnston ..... Welding
A.A., Hinds Community College; Mississippi State University

Glenda LaGarde ..... English
B.S., Loyola University; M.A., Boston College

Thomas Lindsey Lee, Jr ..... Diversified Occupations
B.S., University of Southern Mississippi; Mississippi State University

Robert Logue ..... Electricity
A.A., University of Nebraska; U.S. Air Force; University of Maryland; Hinds Community College; Mississippi State University

Clarence E. Lomax. ..... Diversified Technology
B.S., Alcorn State University

Hazel C. Lominick-Milner.....Adult Literacy
B.S.Ed., M.Ed., Mississippi College; Jackson State University; Mississippi State University

Emily Long.....Intensive Business
B.S., M.Ed., Mississippi College; Mississippi State University

Thomas Maples.....Machine Shop
A.A., Hinds Community College

Burkett Hill Martin, Jr.....Vocational Counseling
B.S., M.Ed., Mississippi State University; Mississippi State University

Kathryn Mauch .....Practical Nursing
B.S.N., Lynchburg College

Joyce Ann McAnear .....Remedial Related Studies
B.S., Hardin-Simmons University; University of Southern Mississippi; M.Ed., Alcorn State University

Henry Earl Middleton. .....Bricklaying
B.S., Alcorn State University; Jackson State University; Mississippi State University

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A.A., Stephens College; B.B.A., University of Mississippi; Mississippi State University; University of Mississippi

Jack Ross.....Diesel
A.A., Hinds Junior College; Mississippi State University

Chester Merrill Schneider.....Industrial Drafting
B.S., University of Southern Mississippi; Mississippi State University

Patricia Theriot.....Business & Office
B.S., M.S., Northwestern State University; Mississippi State University

Robert Thornell .....Auto Mechanics
B.S., University of Southern Mississippi; Mississippi State University

Janet Whatley. .....Practical Nursing
RN, Mercy Hospital; B.S., University of Southern Mississippi; M.Ed., Mississippi State University

Andrew M. White .....Agri-Business
B.S., M.A., Mississippi State University

II
Admissions
Expenses
Regulations

STUDENT GUARANTEE POLICY

Hinds Community College will guarantee to its academic graduates and other students who have met the requirements (up to a 64 credit hour transfer plan) the transferability of course credits to those Mississippi colleges or universities that cooperate in the development of community college selection guidelines. If such courses are rejected by the college or university, the student may take tuition-free alternate courses at Hinds Community College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university and the community college as transferable and acceptable under previous agreements by both the community college and four-year college or university.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in previous agreements between community colleges and four-year colleges and universities.
3. The guarantee applies to courses included in the written transfer plan - which includes the institution to which the student will transfer, the baccalaureate major and the degree sought, and the date such decision was made - which must be filed with the appropriate official of the community college.

If a technical or vocational graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the community college district under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned a degree or certificate for a course listed in the current community college catalog.
2. The graduate must have completed his course work within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president or dean of instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the community college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against the district and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

ADMISSION PROCEDURES

NOTE: Certain programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs."

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or disability.

Hinds Community College subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum.

Therefore, admission to Hinds Community College does not necessarily mean admission to the curriculum desired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

All applicants are notified of their admission status as requested information is received in the District Office of Admissions and Records.

ADMISSION REQUIREMENTS

Academic and technical students who enroll in Hinds Community College are required to meet the following admission requirements:

1. Submit an application for enrollment to the Hinds Community College Office of Admissions and Records.
2. Beginning freshmen must submit an official high school transcript from a state or regionally accredited high school, showing date of graduation and principal's signature; or, submit an official high school transcript from an accredited high school showing seventeen (17) acceptable high school units with a composite score of eighteen (18) on the first writing of the ACT; or submit an official G.E.D. transcript with satisfactory scores.
3. Students under twenty-one (21) years of age must submit ACT scores. No specific score is required for general admission, however, certain programs do have specific score requirements. Residual ACT tests will be offered by the college to those students who wish to register at Hinds, but who have not taken the ACT. However, Residual ACT scores are not transferrable. Residual ACT tests taken at other institutions will not be accepted at Hinds. Contact the Counseling Office at the location you plan to attend for further information on taking the test.

   Beginning freshmen, twenty-one (21) years or older who have not taken the ACT will be required to take a placement test before registering for English, math or reading courses.
4. Transfer students from another college(s), must submit an official transcript from their previous accredited college(s). An official transcript is one mailed directly to the Office of Admissions from the former college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT". Transfer student under 21 years of age must also provide ACT scores prior to registering.
5. When high school and/or college records NO LONGER EXIST for a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such may be accepted in lieu of a transcript.
6. Vocational students must meet all admission requirements other than the ACT requirement, high school diploma or GED. Vocational students must be interviewed by a faculty member or admissions committee in their major. All Vocational students in order to be admitted to a vocational program must take Version D, Form 5 or 6 of the TABE Test and score a 5.1 or higher. The student may not be enrolled or attend classes until the TABE test is administered and scored, and if applicable, the ability to benefit certificate is completed and signed by all parties.

All admission requirements must be completed within 30 calendar days after the first official day of class each semester or eight-week term. If this requirement is not met, the student will be removed from all classes for that semester or eight week term.

ADMISSION FOR NON-DEGREE SEEKING STUDENTS

In addition to the customary degree or certificate seeking routes, persons may take courses at Hinds Community College for personal enrichment, as students sponsored by employers or governmental groups, or for other such purposes. These students are declared as "non-degree seeking", are not subject to mandatory placement and are admitted under one of the following conditions:

1. Non-Credit Course Admission. Those seeking to enroll in non-credit courses only (CEA or AVE prefix) must file an application for admission so that a record can be established if such should be needed. No other admission requirements are necessary.
2. Special Non-Degree Seeking Admission. Special admission is available to students twenty-one (21) years of age or older who desire enrollment in credit courses. Such students must file an application for admission and must be eligible for readmission to their former college or university. Transcripts of high school and/or previous college work are required. No more than twelve (12) semester hours may be earned while under this admission basis, and transcripts will not be issued for such work until all regular admission requirements are met.

SENIOR CITIZEN ADMISSION

Hinds offers free tuition to students sixty-five years of age or older who wish to take classes. These students need only complete an application, pay the registration fee, and purchase a parking decal. Senior citizen students must clear admission requirements if classes are taken for credit. If classes are audited, senior citizen students are not required to meet admission requirements. (See "Auditing a Course" section of this catalog.)

ALL STUDENTS WHO REGISTER AT HINDS COMMUNITY COLLEGE MUST HAVE COURSE ADVISEMENT FROM A COUNSELOR/ADVISOR AND MUST PRESENT AN ADVISEMENT SHEET SIGNED BY THE COUNSELOR WHEN REGISTERING.

ADMISSION NOTE CONCERNING HOUSING

Before a student can be assigned a residence hall room, he/she must have met all admission requirements. See Housing for full requirements.

ADMISSION NOTE CONCERNING DEVELOPMENTAL COURSES

As an open-door college, Hinds Community College admits some students who are not prepared for typical college work. Such students are required to complete the remedial/developmental courses to correct background deficiencies before advancing to college level work and will require additional time to complete an associate degree.

ENTRANCE TESTS

NOTE: ALL TESTS REQUIRE A PHOTOGRAPH IDENTIFICATION

AMERICAN COLLEGE TEST (ACT)

The ACT is typically available to high school students during their junior and senior years. Adults who have not taken this test may contact the Counseling Office at any HCC location to secure an ACT registration packet. National ACT tests are given five times each year.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is administered by the college at most locations. Students should contact the location they plan to attend to find out their location's testing schedule. The cost is $5.00. A person may retake the TABE once in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or courses(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Proof of identification (driver's license, work I.D. card) must be furnished each time the test is taken.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Hinds Community College is authorized to give the General Education Development (GED) Test. An individual who has been a resident of Mississippi for 30 days or more, is 17 years old and has not been enrolled in a secondary school for at least six (6) months is eligible to take the GED Test. For further information contact the Hinds Community College Counseling Department on the Raymond Campus, or the Testing and Career Development Center on the Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

TEST FOR ABILITY-TO-BENEFIT

Prospective students who do not have a high school diploma or its equivalent, but do have the ability-to-benefit from a vocational program or training offered may be admitted to Hinds Community College. In order for such a student to be eligible for any grant, loan, or work assistance under Title IV of the Higher Education Act, as amended, the student, must pass the Test of Adult Basic Education (TABE), level "D", form 5 or 6, and must score 18% or 5.1 or higher to be admitted and to be enrolled.

A prospective student who does not have a high school diploma but who has successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree may be admitted on the basis that he or she has the recognized equivalent of a high school diploma. That student's academic transcript will be the recognized equivalent of a high school diploma for this purpose. Therefore, this type of student does not need to take an ability-to-benefit test.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all entering, degree-seeking students whose declared program of study is academic or technical and who has begun his or her college studies during or after Summer Session of 1990.

All such students are required to enroll initially in any prescribed developmental courses and must continue to enroll each semester in all consecutive prescribed developmental courses. A student's developmental mathematics prescription is fulfilled when he/she reaches the first math course required in his/her declared program of study. A student's developmental English prescription is fulfilled with the successful completion of ENG 1203, and a student's reading prescription is fulfilled with the successful completion of REA 1303.

All such students must satisfactorily complete the exit requirements of each prescribed course in a sequence of developmental courses prior to enrollment in the first college level course in that subject.

All prescribed developmental courses must be satisfactorily completed to receive an associate degree. To complete developmental courses satisfactorily, students must fulfill all exit criteria with a course grade of C or better. In unusual circumstances, a student may score sufficiently high on the exit criteria to by-pass the succeeding developmental course. In such cases, the student's placement level will be altered in the college database to reflect the higher level; however, he/she will receive credit only for the developmental course in which he/she originally enrolled for that term.

Upon his/her first registration at Hinds an academic or technical degree-seeking student under the age of 21 must have complete ACT scores on file, or he/she must, at the time of registration, take placement tests appropriate to the courses for which the student enrolls that term. ACT scores or placement test results are used to determine if a student must enroll in courses in one or more developmental areas, and if so, at what point he/she must begin.

At the beginning of each term, challenge tests are available to students who are dissatisfied with their initial placement in English, mathematics, or reading.

With regard to initial placement by ACT, the following scores for both the old ACT and the enhanced ACT will be used:

ENGLISH

Level	Courses	Old ACT	New ACT
1	ENG 1103	1-6	1-11
2	ENG 1203	7-11	12-13
3	ENG 1113	12-35	14-36
4	ENG 1213	Placement by theme	

MATH

Level	Courses	Old ACT	New ACT
1	MAT 1103	1-8	1-14
2	MAT 1203, BOT 1313	9-14	15-16
3	MAT 1233, RST 1623	15-19	17-19
4	MAT 1313, 1323, RST 1633	20-36	20-36

READING

Level	Courses	Old ACT	New ACT
1	REA 1103	1-6	1-9
2	REA 1203	7-10	10-12
3	REA 1303	11-13	13-14
4	EDU 1413	14-18	15-36
5	REA 1233	19-35	15-36

With regard to advising and scheduling for students placed in developmental courses, an Advising Matrix will be used as a guide for selecting appropriate college-level courses, while avoiding those courses which would place the student at risk of failure based on his/her developmental prescription.

MANDATORY ADVISING MATRIX

Students who are prescribed the course shown in the heading of a column must not schedule any of the courses listed in that column. If a listed course is a pre-requisite or a co-requisite to the other courses which are not listed, the unlisted courses must not be scheduled.

ENGLISH 1103	MATH 1103	READING
BAD 2413 BIO 1313, 2413, 2513, 2923 CHE 1313, 1213 CSC 1113, 1213 DDT 1115, 1123, 1133 ECO 2113 EET 1116, 1214 ENG (Avoid all above 1103) EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MFL 1213 PSC 1113, 1123 PSY 1513 SOC 2113 SPT 1113	ACC 1213 AGR 2314 BAD 2323 BIO 2513 BOT 1313 CHE 1213, 1313 CPT 1224 CSC 1113, 1213, 1313 DDT 1115, 1133 ECO 2113, 2123 EPY 2513, 2523, 2533 GRA 1143 HEC 1253 LET 1113 MAT (Take 1103 only) MUS 1123, 2513 PHY 2313, 2414 PSY 1513, 2553	ACC 1213 BAD 2413 BIO 1313, 2413, 2423, 2513, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ECO 2113 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1113, 1123 PSY 1513 REA (Take 1103 only) SOC 2113 SPT 1113
ENGLISH 1203	**MATH 1203**	**READING 1203**
BIO 1313, 2923 CHE 1213 CSC 1213 DDT 1115, 1123, 1133 EET 1214 ENG (Avoid all above 1203) LET 1113 MFL 1213	AGR 2314 BAD 2323 BIO 2523 CHE 1213, 1313 CPT 1224 CSC 1213, 1313 ECO 2123 EPY 2523, 2533 GRA 1143 LET 1113 MAT (Take 1203 only) MUS 1123, 2513 PHY 2313, 2414 PSY 2553	ACC 1213 BAD 2413 BIO 1313, 2413, 2523, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1123 REA (Take 1203 only) SOC 2133, 2153
	MATH 1233	**READING 1303**
	CHE 1213 CPT 1224 MAT (Avoid all except 1233 and 1443) PHY 2313, 2414	BIO 2423, 2923 CHE 1213 CSC 1213 DDT 1115 LET 1113 REA (Take 1303 only)

DRUG AND ALCOHOL ABUSE POLICY
NURSING/ALLIED HEALTH PROGRAMS

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior-affecting substances. It is our belief that a drug free environment is to the benefit of both the students and employees of Hinds Community College as well as the surrounding community.

Preadmission drug screening will be required as a part of the physical exam for all students admitted to Nursing/Allied Health Programs. A student needs to notify the Chairperson of the Department when using prescription drugs which affect behavior.

Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances will be required to have a drug and/or alcohol screening performed immediately. Lab results must be submitted to Hinds Community College, Nursing/Allied Health Center. If the test is positive, the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process.

Detailed instructions and forms for complying with this policy are distributed by Nursing/Allied Health Center as part of the admissions process.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. Applicant must submit an application to Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, Mississippi 39204, and the District Office of Admissions and Records, Raymond, Mississippi 39154.

2. Applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.

3. Applicant must have attained the age of eighteen (18) years upon completion of the program.

4. Applicant must have submitted and attained the following minimum test score(s):
   A. Technical Allied Health Programs -
      Minimum ACT composite score of 17 (14 if taken prior to October 1989)
      All intermediate or developmental courses required, as indicated by ACT scores or other test scores, must be successfully completed prior to entrance into technical programs. For additional information on mandatory placement, refer to the mandatory placement section of this catalog. In the Respiratory Therapy Program, an applicant must have achieved a math level of 3 or math ACT of 15 (16 on enhanced ACT).
      Medical Record Technology also requires 1 unit of high school biology, $^1/_2$ unit of high school typewriting or 35 wpm typing speed, and a preadmission interview with the Department Chairperson.
      (Dental Assisting will accept a 17 natural science score in lieu of a 17 ACT composite.) (14 if taken prior to October 1989)

   B. Vocational Allied Health Programs -
      TABE composite score of 10 and math and reading subscores of 10 or ACT composite score of 16 (12 if taken prior to October 1989).

5. NOTES: 1) Some programs may require additional specialized testing.
   2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Dean for Nursing/Allied Health. If a waiver is desired, the applicant must submit the request in writing to the Department Chairperson.

6. Completed application and other general and special admission requirements and credentials should be met and on file as early as possible due to limited enrollment.
   NOTES: 1) Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file at the Nursing/Allied Health Center. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.
   2) Within four (4) weeks after enrollment in the program, the applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he/she is of good health and possesses the required physical abilities to function satisfactorily within that particular educational program and occupation.
   3) In order to progress in an Allied Health program, a grade of C or better is required in all Allied Health courses. Selected programs may require a C in all courses in the program plan of study.

CRITERIA FOR SELECTION TO THE ASSOCIATE DEGREE PROGRAM IN NURSING

Selection to the Division of Associate Degree Nursing Regular Programs made two times a year with classes beginning in the months of August and January. **Qualified applicants will be given priority for a given admission based on available space and on the earliest validated completed file according to required criteria as stated below.** Qualified applicants not selected, or selected and unable to attend, for a given admission will be given priority one time only for the next admission, provided a letter stating intent of the applicant to enter the nursing program is received by the Division of Associate Degree Nursing. This priority will not extend longer than the next admission period. The next priority for admission will be assigned based on the date of the letter of request.

REGULAR PROGRAM:

A. Submit general APPLICATION FOR ADMISSION and be accepted to Hinds Community College.

B. Submit official copies of the following to Hinds Community College, Jackson Campus, Nursing/Allied Health Center Admission's Office:

1. APPLICATION FOR SELECTION TO ASSOCIATE DEGREE NURSING PROGRAM.
2. All high school and college transcripts. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
3. American College Test (ACT)
4. NLN Pre-Admission Exam (PAE) scores
5. Locally developed and administered HCC AD Nursing Pre-Admission Mathematics Test score.

C. Regular applicants are selected using the following **admission criteria:**

1. High school graduate or General Education Development (GED) equivalency diploma. (For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation.)
2. American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October 1989, a composite score of 15 or above is required.) To waive an ACT score below 18, 30 semester hours of general education support courses required in the A.D. Nursing program must be completed with an overall QPA of 2.5 or above. See Program of Study for courses required in Catalog. (Only grades from the first two attempts of required courses will be used in computing the QPA. Also, any grade recorded other than A/B/C/D/F will not be used in figuring the QPA.)
3. NLN Pre-Admission Examination (PAE) percentile score of 30 or above.
4. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test score of 90% or above. This test is given the second (2nd) Wednesday of each month at 3 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after two (2) attempts, they must take MAT 1103 before retaking the test. A limit of only two (2) retakes after completing MAT 1103 is allowed.

D. PRE-REQUISITES TO THE FIRST CLINICAL COURSE:

1. Must have completed Anatomy and Physiology I and II with a grade of C or above on each before entering nursing.
2. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed with a grade of C or above within five (5) years of entering the nursing program.
3. Physical examination (use required form from NAHC) within three months prior to clinical course with required immunizations current.
4. Level 3 Math Placement validated by one of the following means:

LPN ADVANCED PLACEMENT:

a. Math Placement Test score
b. A score of 17 or above on the math component of the ACT.

Selection to the Advanced Placement Class is made once a year, with the class to begin in June. **QUALIFIED APPLICANTS WILL BE GIVEN PRIORITY FOR A GIVEN ADMISSION BASED ON AVAILABLE SPACE AND ON THE EARLIEST VALIDATED COMPLETED FILE ACCORDING TO REQUIRED CRITERIA AS STATED BELOW.**

A. Submit general **APPLICATION FOR ADMISSION** and be accepted to Hinds Community College.
B. Submit official copies of the following to Hinds Community College, Jackson Campus, Nursing/Allied Health Center Admissions Office:
   1. APPLICATION FOR SELECTION TO ASSOCIATE DEGREE NURSING PROGRAM
   2. All high school and college transcripts. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
   3. American College Test (ACT) scores
   4. NLN Pre-Admission Exam (PAE) scores
   5. Locally developed and administered HCC AD Nursing Pre-Admission Mathematics Test score
   6. Current LPN license
   7. Validation of work experience
   8. Letter of recommendation
C. Applicants are selected using the following **admission criteria:**
   1. High school graduate or General Education Development (GED) equivalency diploma.
   2. American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October of 1989, a composite score of 15 or above is required) An ACT waiver is not allowed.
   3. NLN Pre-Admission Examination (PAE) percentile score of 30 or above.
   4. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test scores of 90% or above. This test is given the second (2nd) Wednesday of each month at 3 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after two (2) attempts. The applicant must take MAT 1103 before retaking the test. A limit of only two (2) retakes after completing MAT 1103 is allowed.
   5. Current unemcumbered LPN license.
   6. Employment of at least one year of clinical experience in an adult care medical/surgical hospital or as an LPN.
   7. Written recommendation for acceptance from immediate supervisor.

D. PRE-REQUISITES TO THE FIRST CLINICAL COURSE:
   1. Must have completed Anatomy and Physiology I and II with a grade of C or above. All required science courses must have been taken within five (5) years of entering the nursing program.
   2. Must have completed Nursing 1211, Nursing Drugs and Calculations, with a grade of C or above, or score 78% or better on a Challenge Exam for Nursing 1211.
   3. Must have completed the following courses with at least a C average: English I & II (6 semester hours); Psychology I & II (6 semester hours); Speech (3 semester hours).
   4. Physical examination (use required form from NAHC) within three months prior to a clinical course with required immunizations current, including custody drug screen report.
   5. Current CPR certification at Course C or Basic Life Support - Professional Level.
   6. Liability insurance ($20.00 fee payable to Hinds Community College prior to the first day of class).

TRANSFER CREDIT:

A. Nursing Courses - A maximum of 9 semester hours of transfer credit in nursing courses is allowed.
   Nursing 1118 - 8 hours credit
   Nursing 1211 - 1 hour credit (refer to D 2. LPN Advanced Placement)
   1. A minimum grade of C is required for a nursing course to be transferable.
   2. Nursing course work presented for transfer must have been completed within the last two (2) years. Nursing course work completed between two (2) and five (5) years must be validated through challenge procedures.
   3. Must meet ACT requirements of the regular program. (See Regular Program C.2.)
   4. Must give written permission to allow the release of information from all schools previously attended.
   5. Must participate in scheduled orientation and skills assessment sessions.

B. Non-nursing courses - transfer credit will be accepted for all non-nursing courses as follows:
   1. A minimum grade of C in biological sciences, each must have been completed within the last five (5) years.
   2. Overall quality point average of at least 2.0 for graduation.

READMISSION:

Applicants will be considered for readmission based on compliance with the following criteria:

A. Request in writing for readmission.
B. Meet all of the requirements listed under Regular Program.
C. Meet all of the requirements listed under Hinds Community College, Nursing/Allied Health Center Programs, Procedure for Readmission of Students.
D. Be interviewed by the Readmission Committee when requested.
E. Readmission may be denied, based on objective data in student's file regarding the individual applicant.

POLICY CHANGE

College reserves the right to change policies as necessary, and written notification to the students and applicants approved for admission is sufficient to effect policy change.

ADMISSION OF RETURNING, TRANSFER, AND TRANSIENT STUDENTS

RETURNING STUDENTS

Former Hinds Community College students not in attendance during the semester (not including summer term) prior to the one to which they seek admission or those students who withdrew during the preceding semester must file an application for admission in the District Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Community College, a transfer student must fulfill the following:

1. File an application for admission in the District Office of Admissions and Records.
2. File an official transcript from the previous state or regionally accredited college. An official transcript is one mailed directly to the Office of Admissions from the former high school or college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT".
3. Be eligible for immediate readmission to the college last attended.
4. Submit copy of ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds Community College.
5. Provide proof of immunization for measles and rubella if born on or after January 1, 1957.

When high school and/or college records NO LONGER EXIST on a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such can be accepted in lieu of a transcript.

Transfer students will enter Hinds Community College under the same admissions basis as the college last attended.

Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of Hinds Community College, provided they are earned at a state and/or regionally accredited institution.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript from a state or regionally accredited college in the District Office of Admissions and Records.
3. Submitting ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds.
4. Providing proof of immunization for measles and rubella if born on or after January 1, 1957, and enrolled at Hinds on a full-time basis.

Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Community College placement tests or ACT, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be no more than two (2) years old and must be verified. Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540. A personal interview with the Foreign Student Advisor and satisfactory scores on HCC placement tests may be substituted for TOEFL scores.

The following materials must be in the District Office of Admissions and Records AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. An application form.
2. Certified, translated copies of all high school and/or college transcripts, mark sheets, and diplomas.

The following materials must be in the District Office of Counselor for Foreign Students AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. ACT, SAT, or scores on college placement tests
2. Affidavit of support
3. TOEFL scores or personal interview.

ADVANCE REGISTRATION

Advance registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first serve basis. Before being allowed to register during advance registration, students must have an application on file in the District Office of Admissions and Records and must clear all admission requirements. Transfer students must have an official transcript from their former state or regionally accredited college on file in the District Office of Admissions and Records before they can register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay fees at advance registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Schedule of Classes.**

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the **Schedule of Classes** to receive a refund.

Students who have advance registered, have NOT paid tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that they will not be attending classes.

This must be done immediately upon receiving the billing so that they can be removed from classes.

REGISTRATION NOTICE

1. Any class or section listed in Schedule of Classes for which fewer than 10 students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room changes may be made without advance notice.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

RESIDENCE OF A MINOR

The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duty appointed by a proper court of Mississippi, in which case the residence becomes that of the guardian.

RESIDENCE OF AN ADULT

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

MOVING OF PARENTS FROM DISTRICT OR STATE

If the parents of a minor who is enrolled as a student at a community/junior college move their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

RESIDENCE REQUIRED

No student may be admitted to any community/junior college as a district student or resident of Mississippi unless his residence, as defined herein above, has been in the district or State of Mississippi preceding his admission.

RESIDENT STATUS OF A MARRIED STUDENT

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE COLLEGE

Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

MILITARY PERSONNEL ASSIGNED TO ACTIVE DUTY STATIONED IN DISTRICT OR STATE

Members of armed forces on extended active duty stationed within the district or State of Mississippi may be classified as residents for the purpose of attendance of state supported institutions of higher learning and community/junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "legal residence of an adult," shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

CHILDREN OF MILITARY PERSONNEL

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state supported community/junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments within the district or State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the district or State of Mississippi, excepting temporary training assignments en route from Mississippi.

CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail him/herself or his/her dependents of these provisions must submit a certificate from his or her military organization of assignment and its address (may be in the letterhead) that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state supported community/junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported community/junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

REGISTER UNDER PROPER RESIDENCE STATUS

The responsibility for registering under proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or community/junior colleges concerned, any student who willfully presents false evidence as to his/her residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars ($100.00).

ADVISEMENT FOR COURSE SELECTION

Academic counselors and vocational-technical counselors assist students in course selection and educational planning. Students choosing academic majors should seek course advisement through Academic Counseling while vocational and technical majors should be advised through the Vocational-Technical Counseling. If a student wishes, he or she may choose to be advised by a faculty member. However, all students MUST complete an advisement ticket with either a counselor or a faculty advisor prior to each registration period. Students who take advantage of Advance Registration will have the best selection of course times. Advance Registration and advisement occur in April, May, July, August, November and December. Open and late registration takes place the few days prior to classes beginning each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the advising process.

CHANGE OF COLLEGE MAJOR

A student who wishes to change his/her college major after their formal declaration should come to one of the college counseling offices for an evaluation of previous completed course work and for course advisement for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to the new major. Even though students may change their majors any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their majors because they are subject to counseling at the Veterans Administration Regional Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
HINDS COMMUNITY COLLEGE

Hinds Community College declares all of its students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

The purpose of this notification is to inform eligible students of Hinds Community College about the College's policy concerning the privacy rights of students under the stated Act. Specifically the notification (1) informs students of their rights under the Act, (2) defines Directory information and the conditions for its release.

I. Subject to limitations specified in the Act, eligible students are assured the following rights pertaining to their educational records:
   A. The right to inspect and review the records, to request reasonable explanations and interpretations of them, and to obtain copies of them at their own expense, the actual charges not to exceed the cost to the College for reproducing them.
   B. The right to seek correction of the records through a request to amend them or through a formal hearing.
   C. The right to control the disclosure of personally identifiable information from the records.

II . The following information about eligible students will be treated as Directory Information:
   A. Name, identification number, home and local address, phone number, date and place of birth, and the name and address of parents.
   B. Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, rank in class, current class schedule, and previous schools attended.
   C . Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Admissions and Records Office, Raymond, MS 39154, within thirty (30) days from the beginning of any period of registration.

FINANCIAL INFORMATION

On the day of open registration, all fees are to be paid in full. Any student who registers for 12 semester hours or more and later drops below 12 semester hours, will have his/her fees recalculated on a part-time basis. The part-time cost, in most cases, will be higher than the full-time cost.

A $30.00 returned check fee will be charged to any student who writes a check that is non-negotiable.

Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount.

FALL AND SPRING EXPENSES
(ALL COSTS SUBJECT TO CHANGE)

Tuition and Fees:	$ 25	Registration fee payable at time of registration (non-refundable).
	510	Per semester for full-time enrollment (12-19 hours. All hours over 19 will be assessed separately.)
	55	Per semester hour for part-time students.
	1,103	Per semester additional tuition fees for full-time out-of-state students plus $510 regular tuition fees.
	2,456	Per semester additional fees for full-time out-of-country students, plus $510 regular tuition fees.
	135	Per semester hour for out-of-state students.
	250	Per semester hour for out-of-country students.
	25	Lab fee - total charge for any number of science labs within a semester
	2	Transcript fee (each)
	30	Returned check fee

	30	Late Registration fee. Also, students who pre-register, and do not pay their fees by the due date, will be charged a $30 late payment fee.
	15	Deferred payment fee
	11	Fall parking decal.
	10	Spring parking decal.
	9	Summer parking decal.
	30	Yearbook, student (optional).
	30	Yearbook, faculty/staff
	5	Per course transaction, drop and/or add (No fee charged for schedule changes before the semester begins)
	40	Graduation fee (Paid by each student who qualifies for and is awarded a diploma or certificate. Each additional certificate will be an additional $15.00 charge.)
Housing	RAYMOND CAMPUS AND UTICA CAMPUS	
	$350-$462	Per semester for an air-conditioned residence hall.
	50	A one-time reservation security deposit must accompany application for campus housing.
	90	Student residence hall (Summer)
Meals	RAYMOND CAMPUS AND UTICA CAMPUS	
	$535	Per semester for 21 meals per week.
	450	Per semester for 14 meals per week.
	90	Commuter meal ticket 5-day, 1-meal-a-day (30 meals - These meal tickets are not refundable or replaceable.)
Transportation	$100	Per semester for bus transportation, payable with other fees.

Bus Transportation: Bus transportation is available to students who are enrolled in a program of study at the Utica Campus only.

SUMMER TERM FEES
(Effective Summer Term 1995)

$ 255	Vocational course cost per 8 week session
55	Academic and Technical cost (per semester hour)
165	5 day - 3 meals - 1st 4 weeks
90	Room cost - 1st 4 weeks
165	5 day - 3 meals - 2nd 4 weeks
90	Room cost - 2nd 4 weeks
510	TOTAL MEALS & ROOM COST - 8 week period
	OR
255	Each 4 week term
9	Auto decal for Summer
135	Out-of-State tuition per semester hour
250	Out-of-Country tuition per semester hour
25	Lab fee - Total charge for any number of science labs within a semester.

LATE REGISTRATION FEE

The following late fee payment schedule has been adopted:

A. No late registration fee will be charged for students registering and/or paying fees before classes begin.
B. A $30 late registration fee will be assessed for students registering and/or paying fees on the first day of class and each day thereafter until registration closes.

C. Students who preregister and do not pay their fees by the due date will be charged a late payment fee
D. A returned check is considered a non-payment and is subject to late fee assessment.

ADD/DROP FEES

A $5.00 add/drop fee will be assessed for each transaction that is made. Any student presenting evidence that improper advisement was the reason for the add/drop will not be assessed a fee. Add/drop fees will be assessed on the first day of class. All fees for changes must be paid at the time of the add/drop transaction.

PAYMENT BY MASTERCARD AND VISA

Hinds Community College will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers check, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, or room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Community College in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a fee of $30 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus the $30 fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the $30 fee when notified by the Business Office of Hinds Community College may be removed from all classes and housing.

STUDENT PAYMENT PLAN

DEFERRED PAYMENT OF FEES

Under the deferred payment plan, full-time students (no part-time) may pay one-half of the amount assessed for registration fees, room rent, and the meal plan, with the balance being paid in two equal installments. Students with college grants or scholarships may defer only one-half of the amount not covered by their grants or scholarships. One-half of the amount offered must be paid by September 30 and the balance by October 31 for the first semester and by February 28 and March 31 for the second semester. Failure to pay the amount deferred by the dates stipulated may result in college-initiated withdrawal of the student and/or loss of the fee deferral privilege for future registration periods. Students participating in the deferred payment plan must go to the Business Office and sign the necessary papers and pay the first half of all fees due. A deferred payment charge of $15.00 will be added to each student's account that has fees deferred. If the student does not meet the fee payments as specified in the Deferred Payment Agreement that he/she signed, an additional $15.00 late fee will be added. Deferred payment of fees is NOT available during a summer term

DELINQUENT ACCOUNTS

The college reserves the right to withhold readmission of a student until all delinquent accounts owed to the college have been paid. Transcripts of credits are not issued for students whose accounts are delinquent. Regular student account balances are collected by the Business Office, and, if not paid when due, shall constitute a delinquent account.

REFUND POLICY

TUITION, FEES, AND REFUND POLICY: In order to be eligible for a refund, students must complete an official withdrawal term in the appropriate counseling office.

The registration fee will not be refunded unless all of the student's classes are cancelled.

Late registration fees, when assessed, will not be refunded.

Course fees paid for a class which is cancelled by administrative action may be transferred for another class or refunded 100%.

DAY AND EVENING CLASSES: See current **Schedule of Day and Evening Classes** for specific dates and refund percentages.

Veterans:	The College will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a Veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.
Vocational Students:	Students who register for two or more sequential courses within the same semester and withdraw from school during the semester will receive a full refund for the courses not yet begun. If the student starts class, then withdraws, the regular policy will apply.
Other Fees:	Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, lab fee, etc., are not refundable.
Rooms:	75% before sixth day 50% before eleventh day 0 after eleventh day

Meals: A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office. Commuter meal tickets are not refundable or replaceable.

STUDENT ACCOUNTS WITH CREDIT BALANCES

After all charges to a student's account have been deducted, he or she will be refunded any credit balance by a check mailed to his or her home address. A student receiving funds from loans, Pell Grant, SEOG, or scholarship must first have room and board, tuition, school supplies, parking decals, and any other charges made to the account, deducted in order to receive a credit balance refund. Each student is responsible for making sure that the College has his or her correct mailing address.

COLLEGE REGULATIONS
ATTENDANCE-WITHDRAWAL POLICY

ATTENDANCE

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical and vocational credit programs. It does not apply to non-credit or continuing education activities. Some programs in allied health, vocational fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Attendance will be recorded beginning the first day of the course or the first day the student registers for the course. The student is responsible for all work in the course. Students must attend 80% of the meetings for each course in order to receive credit for a course. (See Notice of Absence Procedure below)

TARDIES

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one absence. Students who miss more than fifteen (15) minutes of a class will be marked absent.

EXCUSED ABSENCES

HCC recognizes two types of excused absences: those for personal emergencies, and those for official school activities. The student is allowed to make up the work for excused absences.

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper college official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

EXCESSIVE UNEXCUSED ABSENCES

NOTICE OF ABSENCES must be sent when the student has become excessively absent if the student has not provided official absences or notice of personal emergency to the instructor. Excessive unexcused absences are defined as follows:

1. Fall and spring semesters - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length course.
2. Four (4) week term - after two (2) days.
   Eight (8) week term - after four (4) days.
3. Summer session - evening class, after the number of times that class meets in one week.
4. Vocational Block - three (3) days of absences.

NOTICE OF ABSENCE PROCEDURE

All instructors will take roll at each class meeting and will maintain a daily attendance record on each student. Unexcused absences will be recorded with an "a". Excused absences will be recorded by circling the "a". Tardies will be recorded by drawing a line through the "a". An official absence will be indicated by drawing an "x" through the "a" and will not be reported as an absence on a student's record or grade report. All instructors will make certain that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the College Catalog and Student Handbook.

An early NOTICE OF ABSENCES concerning a student's absences may be sent to the student by the instructor when the student has missed class the following number of times:

1. Fall/Spring semesters - the number of times the class meets in one week.
2. Four (4) week term - one (1) class.
   Eight (8) week term - three (3) classes.
3. Summer session evening - one (1) class.

4. Vocational Block - two (2) days absence.

The instructor sends two copies of the NOTICE OF ABSENCES to the Dean of Students/Location Dean, and this office will mail a copy of the NOTICE which informs the student to contact the instructor immediately to discuss the following alternatives:

1. Return or Withdrawal* from class with a "W" should written documentation of a personal emergency be provided.
2. Withdrawal* from class with a grade of "F".
3. Withdrawal* from all classes on any date if all fees are paid. (See Counseling Office)

* *(Withdrawal from a class may only be done during the allowed period of time as defined in the College Calendar.)*

Failure to contact the instructor within seven (7) working days will result in being dropped from the class with a grade of "F".

NOTICE OF ABSENCES may be mailed at any time during a term until ten (10) working days before the last day to withdraw (seven (7) during the summer terms). The Admissions Office will advise the Office of Financial Aid or Veterans Affairs of the assigned "F" and the last date of attendance on any student receiving Financial Aid or Veterans Benefits who has earned an "F" for excessive absences.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson and Academic or Vocational Dean. The instructor, chairperson and dean will review the appeal and respond to the student. The final level of appeal may be made in writing through the Dean of Students/Location Dean for review by the Local Student Affairs Committee.

WITHDRAWING FROM A COURSE

Before considering withdrawing from a course, a student should be aware of the following information if it pertains to him/her:

1. Students on Financial Aid, Veterans Benefits, Scholarship, or GSL Loan should note that dropping a course(s) may lower benefits, stop benefits, or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 hours or more during fall and spring) to live in a residence hall.
3. No student will be permitted to withdraw from a class until all financial obligations have been cleared with the Business Office.

When a student replaces one course with another course, the original course will be purged from his/her record. When the College officials cancel a course, the course shall be purged from his/her record.

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or a Counseling Office.

1. Fall and spring day and evening classes

A student's record of performance begins with the second week of classes. The second week through mid-term week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the ninth week and up to five working days before the first day of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

2. Summer session four week and eight week day classes

A student's record of performance begins with the third scheduled class. The third class through the eleventh class, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the eleventh day and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

3. Summer session evening classes

A student's record of performance begins with the second scheduled class. The second class through the fourth week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the fifth week and up to three working days before the start of the final exam schedule. The grade will be "W"if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three (3) days during the summer), a student must contact a counselor who will initiate the withdrawal. The grade at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form and his/her ID to the Counseling Office within three (3) working days.

Students who have advance registered, did NOT pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon the billing so that he/she can be removed from classes.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. Students must withdraw before the first day of classes to receive a 100% refund. No student will be permitted to withdraw from college until all financial obligations have been cleared with the Business Office.

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP SUBJECT tests, students may receive credit for college-level knowledge which they already possess.

Hinds Community College tests monthly except for August and December. Contact Raymond Campus Academic Counseling Office for more information.

Students who have earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

(1) A maximum of 6 hours may be earned from each group listed below:

Group -1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223
Group -2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group -3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Principles of Economics I	ECO	2113
	Sociology, Introduction	SOC	2113
	Psychology, General	PSY	1513

(2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Community College. Credit will not be given for the general examination.
(3) The subject examination scores must be at or above a total score of 50.
(4) A student must earn 12 hours at Hinds Community College before CLEP credit may be recorded on the student's transcript.
(5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

CHALLENGE EXAMINATION FOR ACADEMIC, TECHNICAL AND VOCATIONAL COURSES (Challenge Exam Administered by HCC)

1. Cost - Regular tuition.
2. Student registers for course and pays per credit hour rate. No overload charge will be made for challenge exams that exceed the 19 semester hour limit.
3. Pass or fail grade (A B C D F) and quality points will be posted.
4. Total HCC credit hour limit of 30 semester hours.
5. Transcript posting - upon issuance of letter from the instructor who administers the test to the Director of Admissions and Records.

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC	1213	Principles of Accounting I	3 SH
ACC	1223	Principles of Accounting II	3 SH
BAD	2413	Business Law	3 SH
ECO	2113	Principles of Economics	3 SH
BOT	1013	Keyboarding I	3 SH
BOT	1113	Document Formatting and Production	3 SH
BOT	2723	Administrative Office Procedures	3 SH
BOT	2733	Administrative Office Management	3 SH
PSY	1513	General Psychology I	3 SH
			27 SH

PROFESSIONAL LEGAL SECRETARY CERTIFICATION

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through Hinds Community College, credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

BOT	1013	Keyboarding I	3 SH
BOT	1113	Document Formatting and Production	3 SH
BOT	1613	Shorthand I	3 SH
BOT	2623	Shorthand II	3 SH
BOT	1413	Records Management	3 SH
BOT	1433	Business Accounting	3 SH
LET	1113	Legal Systems and Terminology	3 SH
BOT	2733	Administrative Office Management	3 SH
PSY	1513	General Psychology I	3 SH
			27 SH

ADVANCE PLACEMENT

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average. AP credit will be counted only in hours earned.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.

AP EXAMINATION	SCORE	HOURS CREDIT	RELATED COURSE
1. Biology	4	3	BIO 2414 or BIO 1133
	5	6	
2. Chemistry	3	3	CHE 1213 or CHE 1313
	4 or 5	6	CHE 1213 and CHE 1223
3. Computer Science	3	3	CSC 1113
	4 or 5	6	CSC 1113 and first 3 hours of a programming language in which student obtained proficiency
4. English	3	3	ENG 1113
	4 or 5	6	ENG 1113 and 1123
5. History	3	3	HIS 2213
American	4 or 5	6	HIS 2213 and HIS 2223
European	3	3	HIS 1113
	4 or 5	6	HIS 1113 and HIS 1123
6. Mathematics			
AB Exam	3, 4 or 5	3	MAT 1613
BC Exam	3	3	MAT 1613
	4 or 5	6	MAT 1613 and MAT 1623
7. Music	4	4	MUS 1214
	5	8	MUS 1214 and MUS 1224
8. Physics	3	4	PHY 2414
	4	3	PHY 2313
		or 8	PHY 2414 and PHY 2424
	5	6	PHY 2313 and PHY 2323

DEGREES OFFERED

ASSOCIATE IN ARTS DEGREE

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College.

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL EDUCATION DEGREE (Not Offered to New Students)

Conferred on vocational students who: (a) complete the vocational certificate in their particular specialty; (b) are admitted as degree seeking students; and (c) complete the general and related studies program outlined as follows:

GENERAL & RELATED STUDIES	SH
English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives	9
Academic, Technical and/or Vocational Electives (approved)	8
	32

VOCATIONAL SPECIALTY	
Vocational Specialty	32

NOTE: In order to receive the associate degree, vocational majors must have also completed the requirements for the vocational certificates in their particular specialty.

CERTIFICATION OF COMPLETION

Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

Graduation exercises will be held in the fall and spring semesters. A student may meet the requirements for graduation by complying with any of the following.

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Academic Programs of Study" section of this catalog.
3. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.

Submit all college transfer credits, military credits, etc., to be considered towards a degree. (Last twelve hours must be earned at Hinds).

Application for graduation may be completed in the administrative office of any location or the Office of Admissions and Records on the Raymond Campus no later than the fourth week of a semester.

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Community College. Courses and credit will be accepted up to 48 semester hours as they correspond to the curriculum of Hinds Community College, provided they are earned at a state or regionally accredited institution.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regulations for point average.)

PHYSICAL EDUCATION REQUIREMENTS - JACKSON CAMPUS, RANKIN CAMPUS AND BRANCH OPERATIONS

Until such time as the Jackson Campus, Rankin Campus and Branch Operations offer physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Community College must make formal application for a specific degree within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the District Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

The graduation fee covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the scholastic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed within six months or by the end of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F".

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

GRADING SYSTEM

Courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course
NC	No credit (when lab grades are included with lecture)

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from course	
F	Failure	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Unit credit cannot be converted to semester hour credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audiovisual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange a method of completing course requirements within six months or by the end of the semester immediately following the semester in which the incomplete grade (I) was received, excluding summer sessions. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and a (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than mid-semester of the succeeding fall or spring semester after the grade was earned.

"IP" IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an "IP" grade at the end of a semester must complete course work during the following semester (excluding summer school).

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

Auditing a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Community College is as follows:

Freshman - a student who has earned fewer than 27 semester hours of college credit.

Sophomore - a student who has earned 27 or more semester hours of college credit.

Full-time student - a student who is enrolled in 12 or more semester hours in a given semester or a pro rata share thereof for less than semester length courses.

Part-time student - a student who is enrolled in less than 12 semester hours in a given semester or a pro rata share thereof for less than semester length courses.

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

ENG	1113	3	Sem. Hr. Credit Grade A (4 points) =	12
MAT	1313	3	Sem. Hr. Credit Grade B (3 points) =	9
HIS	1113	3	Sem. Hr. Credit Grade C (2 points) =	6
BIO	2513	3	Sem. Hr. Credit Grade B (3 points) =	9
BIO	2511	1	Sem. Hr. Credit Grade B (3 points) =	3
HPR	1111	1	Sem. Hr. Credit Grade B (3 points) =	3
Semester Hours Attempted =		14	Total Quality Points =	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.60 - 3.99 are graduated with "Special Honors". Students graduating with a quality point average of 3.20 - 3.59 are graduated with "Honors". The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Community College.)

HONOR ROLL, HONORS, DISTINCTIONS AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

Hinds Community College operates day classes in two four-week sessions and evening classes in one eight-week summer session. An academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

SCHOLASTIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. The forms are available at the Dean of Students Office/Operating Dean's office. Each appeal will be considered on its merits. Scholastic related appeals have a six-month statute of limitations.

REPEATING A COURSE

A student may repeat a course already completed and in which credit has been earned in order to better his or her grade point average. A grade point average is determined by dividing the total number of quality points earned by the total semester hours attempted. In computing scholastic averages in these cases, all semester hour attempts will be included and shown on the transcript.

To raise a grade point average at Hinds Community College, the course must be repeated at Hinds. When a student transfers to another institution, the policy of the receiving institution will determine the student's grade point average.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The maximum number of semester hours a student on scholastic probation can take is 13. A student enrolled in less than 12 semester hours in a fall or spring semester is classified as a part-time student.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing. A fee of $2.00 is charged for each transcript. A twenty-four hour processing period is necessary after the Records Office has received the transcript request.

SCHOLASTIC PROBATION AND SUSPENSION

Each semester students will be placed on scholastic probation if a 1.75 grade point average or better is not maintained. After two consecutive semesters, excluding summer, below 1.75 grade point average, a student will be placed on scholastic suspension for one semester. Each eight-week vocational block will be treated as a semester for the purpose of determining scholastic probation and suspension for vocational students. Students readmitted after suspension will be placed on probation and restricted to no more than 13 semester hours and must make a 2.0 grade point average or better. Students returning after suspension who fail to achieve a 2.0 grade point average or better will be placed on scholastic suspension for one semester and vocational students participating in eight-week block programs who fail to achieve 2.0 grade point average or better will be placed on suspension for two consecutive vocational blocks.

Full-time students who have been placed on scholastic suspension at the end of the spring semester may gain readmission for the upcoming fall semester by earning 6 semester hours or more and a 2.0 grade point average or better during the summer session. These hours must be earned at Hinds Community College. Those students who do not earn 6 semester hours or more during the summer session and do not earn a 2.0 grade point average or better must wait a full semester to be eligible for readmission and these students will be readmitted on scholastic probation.

Full-time students who have been placed on scholastic suspension at the end of the fall semester are eligible for readmission only after remaining out of the College for a full semester. These students will reenter school on scholastic probation.

Part-time students who have been suspended for scholastic reasons must enroll in at least the same number of hours as they were enrolled in during the semester the suspension occurred and must earn a 2.0 grade point average or better at Hinds Community College.

Students who were placed on scholastic probation or suspension at the end of their last semester of enrollment and who have not enrolled in the College for one or more semesters will be readmitted to the College on scholastic probation. Those students who are readmitted on scholastic probation must earn a minimum quality point average of 2.0 on no more than 13 semester hours at the end of the initial returning semester. Failure to do so will result in scholastic suspension.

After his/her second scholastic suspension, a student may appeal his/her case for readmittance for one final time, provided there has been a lapse of at least one semester since the second suspension. A student on suspension for scholastic reasons may not earn credit at another institution during the period of ineligibility from Hinds Community College that would satisfy requirements for a degree from Hinds Community College.

DISCIPLINARY PROCEDURES

I. PURPOSE OF REGULATIONS

The underlying principles of college regulations enable the college to operate as a public institution of higher education in a manner consistent with ideals of taxpayers of the five supporting counties and State of Mississippi and for the purpose of freedom from interference with the educational process.

In order to insure appropriate standards of conduct are maintained by students, the college administration and faculty are encouraged to take individual initiative with students which will reduce the likelihood of more serious problems. The small routine instances of misconduct which occasionally occur in the class or other group activity are the responsibility of the instructor or person in charge. Appropriate remedies generally include: stating clearly the accepted conditions of conduct, setting a proper example, appropriate verbal and/or written reprimands, and referring the student to the counselor, dean or director for counseling and discussion of this matter.

II. STUDENT OBLIGATION

Hinds Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives and activities. It is important that each student become aware of and abide by the regulations published in the Student Handbook. It is also important that members of the college community be willing to confront violations and the infringement of another's rights by filing complaints with Campus Security, the Housing Office, or the Dean of Students/Operating Dean.

Since the entrance of the first freshman class in 1922, students of Hinds Community College have observed rules of student conduct. All students enrolling at a campus, branch, or center of Hinds Community College are expected to become familiar with the policies of the College and conform to the standard of conduct contained in this document. Students who fail to observe these standards of conduct will be referred to a Disciplinary Committee or an Administrative hearing for appropriate action.

III. AUTHORITY FOR ENFORCEMENT

The Dean of Students/Operating Dean is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Students/Operating Dean by the appropriate Vice President via the President, who has the ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Students/Operating Dean either refers all student discipline to a local Disciplinary Committee for its decision and disciplinary action or handles the disciplinary problem through an administrative hearing.

Prosecution in civil court for a violation of law does not necessarily preclude college disciplinary action. Whether or not it is deemed appropriate and necessary for the college to take disciplinary action will be determined by the Dean of Students/Operating Dean.

Prompt and decisive action may be taken by the Dean of Students/Operating Dean with the approval of the appropriate Vice President in extreme cases before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on either a campus or on a branch campus or a center constitutes an immediate threat or injury to the well-being of property or members of the college community, or to the proper and orderly functioning of the college. A student suspended under such conditions will receive a prompt hearing on the charges against him/her.

All rules and regulations set forth in college publications are applicable only to full-time and part-time postsecondary students enrolled at a campus, branch or center operated by Hinds Community College.

Students and others are informed of the current college regulations for governance of students through publication in the college **Catalog** and the **Student Handbook**. Changes in regulations which do not coincide with the printing of the **Catalog** or **Student Handbook** will be published in the student newspaper, **the Hindsonian** and **The Maroon and Gold Flash**, prior to enforcement of the new regulations.

IV. DISCIPLINARY AND APPEAL COMMITTEES

A. Local Disciplinary Committees function to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct. Local Disciplinary Committees are appointed by the appropriate Vice Presidents of the campuses and branches. One shall be appointed for each of the following: Raymond, Jackson (ATC), Utica, Jackson (NAHC), Rankin and Vicksburg-Warren County. Each committee shall consist of the following membership: six (6) students and eight (8) employees. A total of five (5) must be present to conduct a hearing, two of whom should be students.

B. Residence Hall Disciplinary Committee may be used with the written permission of the President to handle violations by resident students which occur in the residence halls and surrounding grounds area. The Associated Student Government (ASG) President, the Dean of Students, and the Director of Residence Life shall recommend six (6) male and six (6) female residence students to serve on the Residence Hall Disciplinary Committee. A minimum of five (5) and a maximum of seven (7) students shall hear each case.The housing judicial affairs officer will be a non-voting advisor to the committee. The Dean's Office will assign cases to the committee or the housing judicial affairs officer. This decision is based on type of infraction, location of infraction, professional assessment of behavior, current disciplinary status, and case load of councils.

C. Traffic Appeals Committee(s) (Students) A Traffic Appeals Committee may be appointed at each campus, branch, or center, by the ASG President as defined in the local constitution. Appointments shall be approved by the appropriate student Senate and Dean of Students. This committee works jointly with Campus Police. A campus policeman or the Director of Student Activities shall be present at each hearing to serve as non-voting advisor. Minutes of each meeting shall be filed with the Campus Police Chief and the Dean of Students/ Operating Dean. (Use form entitled "Request to Appear before Local Student Affairs Committee".)

D. Local Appeals Committee(s) shall be appointed jointly with the appropriate campus Vice President and the Vice President of Student Administrative Services. This committee shall rule on scholastic/instructional and financial aid matters as defined by policy. (Use form entitled "Request to Appear Before Local Student Affairs Committee".)

E. District Appeals Committee shall be appointed by the Vice President for Student Administrative Services. It shall be the appellate body for Administrative Hearings, Local Discipline Committees, Residence Hall Discipline Committee, Traffic Appeal Boards. The Committee shall be chaired by the District Dean of Students and shall be composed of two (2) district employees and one (1) person from each location (seven (7) persons). Three persons may serve on an appeal case. The appeal results shall be communicated to the appropriate Vice President. (Use form entitled "Disciplinary Appeal").

V. VIOLATIONS AND DEMERIT SYSTEM

Following each violation are the demerits or range of demerits which will be used by each campus, center and branch. The accumulation of fifteen (15) demerits for one offense or several offenses at one time or over a period of time means suspension from school and/or the residence hall for one semester or more as decided at the hearing.

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the college. (See instructional section of **Student Handbook** for full statement) (Demerits: 5 minimum - 15 maximum)

B. Writing bad checks, alteration or misuse of college documents, records, or identification. (Demerits: 5 minimum - 15 maximum)

C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other college activities including public functions, or other authorized activities. (Demerits: 5 minimum -15 maximum)

D. Physical abuse or flagrant disrespect of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person. (Demerits: 5 minimum -15 maximum)

E. Theft or possession of stolen property or damage to property belonging to the College, a member of the college community or a campus visitor. This also applies to property of recognized student organizations, as well as, visitors and companies doing business on any campus or branch. (Demerits: 5 minimum - 15 maximum)

F. Unauthorized entry to or use of college facilities. (Demerits: 5 minimum - 15 maximum)

G. Violation of college policies or of campus regulations, including the registration of student organizations. (Demerits: 5 minimum - 15 maximum)

H. Use, possession, under the influence of, or distribution of alcoholic beverage, barbiturates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethylamide (LSD). (Demerits: 8 minimum - 15 maximum)

I. Violation of rules governing the residence in college owned or controlled property will result in the assessment of the following range of demerits. Accumulation of 13 demerits for one or several violations will result in removal from campus housing.
   1. Violation of quiet hour policies adopted by each building. Unusually loud noise is prohibited at all times. (4 minimum - 10 maximum demerits)
   2. The throwing of any bottle, cans, toilet tissue, water, etc., from within or about the residence halls. (4 minimum - 10 maximum demerits)
   3. Burning of any type of material within the residence hall, this would include incense and candles. Smoking in nonsmoking areas. (5 minimum - 15 maximum demerits)
   4. Collection or display of wine, whiskey, beer containers, or drug paraphernalia. (4 minimum - 10 maximum demerits)
   5. Unauthorized guest of the opposite sex (13 - 15) or same sex (5 - 10) within the residence halls. This area would include all walkways, stairways and rooms.
   6. Violation of campus curfew. (4 minimum - 10 maximum demerits)
   7. Storage of bikes or motor vehicles of any kind. (4 minimum - 10 maximum demerits
   8. Possession of pets of any kind. (4 minimum - 10 maximum)
   9. Unclean or unsanitary conditions within one's room. (4 minimum - 10 maximum demerits)
   10. Attachment of outside aerials or unauthorized attachment to TV cable. (4 minimum - 10 maximum demerits)
   11. Damage to any furnishing or to any part of a residence hall room. (Pay and/or 4 minimum - 13 maximum demerits)
   12. Possession of an unauthorized electrical appliance. (4 minimum - 10 maximum demerits)
   13. Unauthorized use of exit doors. (4 minimum - 10 maximum demerits)

J. Disorderly conduct, including drunkenness, or lewd (vulgar), indecent (offensive manner/morals), licentious (lacking moral or sexual restraint), or obscene conduct or expression on college owned or controlled property or at college sponsored or supervised functions. (Demerits: 5 minimum - 15 maximum)

K. Failure to comply with directions of college officials acting in the performance of their duties. (Demerits: 5 minimum -10 maximum)

L. Unauthorized use or possession of firearms, guns, and other deadly weapons. (Demerits: 15 minimum - maximum)

M. Gambling in any form. (Demerits: 5 minimum - 15 maximum)

N. Failure to pay indebtedness to the college. (Demerits: Pay and/or 0 minimum - 15 maximum)

O. Setting of, or adding to, unauthorized fires on college property or unauthorized use or possession of fireworks; smoking of cigarettes, cigars or pipes in any building of Hinds Community College except designated areas in residence hall rooms. (Demerits: 5 minimum - 15 maximum)

P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violation may be referred to the Disciplinary Committee for action. (Demerits: Pay and/or 5 minimum - 10 maximum)

Q. Failure to have I.D. Card on one's person at all times when on college property and outside the dormitory to which the student has been assigned by the college. This applies to other HCC students who are domiciled elsewhere. (Demerits: 5 minimum - 10 maximum)

R. Violations of the law of federal, state, and local governments. (Demerits: 5 minimum - 15 maximum)

S. Violations of clinical affiliations' rules and regulations. (Demerits: 5 minimum - 15 maximum)

T. Public profanity. (Demerits: 5 minimum - 15 maximum)

U. Creating a public disturbance by the use of portable radios, automobile radios, stereos, musical instruments, public address systems, or shouting is strictly prohibited. All activities involving amplified sound must be approved by either the Dean of Students or the Director of Student Activities or be an official function of the college. (Demerits: 5 minimum - 15 maximum)

V. Pulling of a fire alarm in any building; a false verbal or written fire report, emergency report, or bomb threat to any person at the college or to an official agency. (Demerits: 5 minimum - 15 maximum)

VI. INVESTIGATION

The Campus Police Department serves as the primary investigation agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi. In college operated residence halls the Resident Directors, Residence Assistants and Director of Housing perform investigation duties and work jointly with Campus Police and the Dean of Students/Operating Dean. All employees are encouraged to teach students good behavior and to request investigation assistance and/or to file a disciplinary action report when the situation merits further action.

VII. DISCIPLINARY PROCEDURE

A. Notification of Charges and the Disciplinary Process

An investigation of any reported student misconduct will be made before charges are initiated by the Dean of Students/Operating Dean. Such charges will be referred to a Disciplinary Committee if the investigation results justify a charge. Notification will specifically inform the student:

1. that he/she may bring witnesses to testify in his/her behalf at the arranged meeting.
2. that he/she has the right to legal counsel of his/her choosing but that such counsel may not speak but participate only in an advisory capacity.
3. a brief summary of the nature of the charges and evidence to be presented during the hearing.

When a complaint is received, the student involved will be notified by the Director of Housing or the Dean of Students/Operating Dean of a conference or hearing. At this conference/hearing, the complaint is reviewed and the student will be assigned one of the following options:

a. Acknowledgement and admission of the violation, and request an informal hearing before the Dean/Director/Coordinator;
b. A formal hearing before a Disciplinary Committee.

B. Hearing Body

Infractions of residence hall regulations may be heard by the Dean of Students or assigned by the Dean of Students to the Residence Hall Disciplinary Committee or Director of Housing. All other cases will be heard by the Local Disciplinary Committee unless the accused elects to waive his/her rights to a formal hearing.

C. Procedure for Waiving Rights to a Formal Hearing

In the event a student desires to waive his/her right to a formal hearing before the Residence Hall Disciplinary Committee or the Local Disciplinary Committee, the student must admit guilt as charged and sign and date the proper form for this procedure. After the form to waive a hearing has been executed, the Dean of Students/Operating Dean will handle the case and impose punishment for the particular offense. A student who does not wish to accept the punishment imposed by the Dean of Students/Operating Dean may appeal to the District Disciplinary Appeals Committee for a reduced punishment. The question of innocence or guilt may not be appealed.

D. Procedures during Disciplinary Hearing

1. Hearing will not be opened to the public.
2. A record of all hearings will be made on a tape recorder or written minutes, and the Chairman will provide a secretary to keep a written report of the meeting (Judicial Committee Hearing Report Form). Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after three years. Only those persons directly involved with a case may have access to the records pertaining thereto.
3. The hearing will be conducted in an orderly manner.
4. The accused will have an opportunity to be heard in his/her own defense, either by oral testimony or written affidavit. If the student fails to attend the hearing, the hearing shall proceed. If the student withdraws from the college after an offense, the hearing shall be held in his/her absence and the punishment shall be enacted. No recommendation for the imposition of a penalty maybe based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based upon proof of vio lation of policies, rules, and regulation by the student accused.
5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony.
   The accused must present evidence in his/her own behalf, may reply to charges in his/her own words, and may pre sent witnesses in his/her own behalf.
6. If a witness elects not to appear, an affidavit may be used.

7. The burden of proof will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.
8. The student's status at the college will not be altered pending final disciplinary action on the charges except as cited below. The student's right to be present on the campus/branch/center and to attend classes will not be suspended except for reasons relating to the safety and well being of himself/herself, other members of the college, or college property.

E. Findings and Recommendations

At the conclusion of the hearing the Chairperson of the Disciplinary Committee will prepare in writing their findings and recommendations (Disciplinary Hearing Report Form). These findings and recommendations will be submitted to the Dean of Students/Operating Dean within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the appropriate Vice President.

The Dean of Students/Operating Dean shall get the appropriate Vice President's signature of approval if penalties listed under VII. G.) 2, 6, 7, or 8 are imposed. If penalties 6, 7, or 8 are imposed, a copy of the Judicial Hearing Report shall be sent to the District Dean of Students who will have restrictions placed in the student's file and appropriate holds placed in the computer. The District Dean of Students will coordinate with counselors and directors to determine when computer restrictions for disciplinary action may be removed.

F. Range of penalties by Residence Hall Disciplinary Committee or Administrative Hearing

The Residence Hall Judicial Committee or Director of Housing has the authority to recommend to the Dean of Students the following penalties and assign appropriate demerits as defined in the housing rules.

1. Written warning.
2. . Enforce room change - one or more students would be required to move to another room within the same hall or to another hall.
3. Payment of damage cost - students would be billed to replace or repair damaged items.
4. Conduct probation for specified duration - this probation indicates that his/her behavior is unacceptable and violation of any college or residence hall policy could result in the increase of the duration of the conduct probation or the escalation to the disciplinary probation.
5. Disciplinary probation for specified duration - this indicates that the student is no longer in good standing with the college and that any violation of the college or residence hall policies could result in either the increased duration of the disciplinary probation or the recommendation that his/her status as a resident student be terminated.
6. Recommend removal from housing - This board would recommend that the student(s) be removed from housing either permanently or for a specified duration.

G. Range of Penalties by Local Disciplinary Committee(s) or Administrative Hearing

The Local Disciplinary Committees and Administrative persons have the authority to assign the following penalties and demerits as defined in section V., Violations and Demerit System.

1. Written reprimand.
2. Removal from the residence hall for specifically stated period of time.
3. Disciplinary probation for a specifically stated period of time.
4. Suspension with suspended sentence.
5. Suspension from the college, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the college.
6. Suspension from the college for a specifically stated period of time.
7. Suspension from the college for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the college.
8. Expulsion from the college for an indefinite period of time.

H. Appeals

A student may appeal a decision reached by any disciplinary committee or administrative hearing to the next highest council, and is so informed. Appeal consideration is based on one or more of the following reasons:

1. Inadequate opportunity to prepare defense;
2. Inadequate evidence to justify decision;
3. Sanction not in keeping with gravity of wrongdoing.

The appeal must clearly state the grounds for appealing the decision. The appeal will be referred to the District Discipline Appeals Committee by the District Dean of Students.

Appeal forms listing grounds for the appeal are available in the office of the Dean of Students/Operating Dean and must be completed within three days after the decision. The appeal is forwarded to the committee, if the appeal is without merit, the appeal is denied. If the committee finds the appeal to have merit, the student may or may not be asked to appear before the committee for a review. The President is the final appellate official and may be contacted in writing for further consideration.

I. Confidentiality of Student Discipline Files

For every student referred for disciplinary action to the office of the Dean of Students/Operating Dean, a disciplinary file is established. This file contains the reports of the incident, forms dealing with the incident, and all correspondence. These files are maintained for three years as a means of keeping up with the student's disciplinary status. While the files may be used for internal administrative purposes, they are not released to others outside the college.

In cases resulting in a written reprimand, college probation, suspension or expulsion, and residence hall suspension, the disciplinary file will be maintained as a discipline record. The record will be intact for the period of time stipulated. A discipline record means that information from the file may be released to employers, other academic institutions, or governmental agencies where the student authorizes release specifically in writing or the documents are subpoenaed. Information regarding lesser penalties is not released.

A student may review his/her disciplinary file with the Dean of Students/Operating Dean by making an appointment.

DRUG-FREE ENVIRONMENT

In compliance with The Drug-Free Workplace Act of 1988, as revised by The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-126), the College is required to notify employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the College environment. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the above acts. All students found guilty of violations resulting from substance use or abuse may be suspended or expelled from school and/or the residence hall for one semester or more as decided at the hearing. (Alcohol is considered a controlled substance under this policy.) (May 3, 1989; Revised August 1990)

DRUG EDUCATION AND TESTING PROGRAM FOR ATHLETES

The problems associated with the abuse of certain drugs and alcohol are now of great concern in our society. There is special concern that college athletes be able to avoid those problems. The Athletic Department shall develop and implement a program of drug and alcohol education for all athletes, a system of testing to identify those athletes who are involved with the use of drugs and/or alcohol and special counseling and assistance to enable the involved athlete to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the athlete who is either unable or unwilling to become and remain drug and alcohol free will be removed from the athletic program.

NONSMOKING POLICY

The Hinds Community College Board of Trustees recognizes the need to protect the great majority of our employees and students who are nonsmokers from the passive inhalation of the cigarette smoke of those who continue to smoke. In order to do so, the Board hereby prohibits smoking, to include cigarettes, cigars, and pipes, inside any facility owned or operated by Hinds Community College District, except within those residence halls specifically designated by the President of the College. The President of the College is further directed to implement this policy in an orderly and measured fashion.

Violators of the policy will be handled through the disciplinary system if a signed complaint is received by the appropriate Dean of Students or Dean at that location.

DANGEROUS WEAPONS ON SCHOOL OR COLLEGE PREMISES

This policy prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school/college premises or at school/college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

CAMPUS SOLICITATION

Campus solicitation of students/student organizations or by students/student organizations includes: selling of goods or services, political activities, posters, handouts and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group. Private business or solicitation may not be conducted on college premises, residence halls, academic buildings, except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization. Such requests must be directed to the Director of Student Activities, and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the college
2. No door-to-door solicitation is permitted in academic or administrative buildings
3. No disruption of traffic, either vehicular or pedestrian, is involved
4. Funds derived from activities must be used for purposes consistent with the goals of the organization
5. Campus mail may not be used for political/religious information or fund-raising
6. Request must be approved 48 hours in advance of activity
7. Policies (i.e., residence hall regulations) governing solicitation in non-academic and academic areas must be followed
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area.

EMERGENCY PROCEDURES CONCERNING THE OPERATION OF THE HINDS COMMUNITY COLLEGE DISTRICT

I. The following procedures are prescribed actions to set up channels of communication whereby administrators, instructors, students, and parents might understand the procedures in event of change from the regular schedule.

II. Administrative Procedures

A particular campus, all campuses, or other locations where classes are taught in the Hinds Community College District will close when the safety and well-being of the student body is in jeopardy. There may be times when one campus is closed and others will be open. The following administrative procedure is set forth as a guide for all concerned when it becomes necessary to deviate from the calendar which has been set and approved by the Board of Trustees.

A. **When college is in session**, any change from the routine schedule will be announced by the President and by the Vice President, branch/center Deans after instructions have been received from the Office of the President.
In the event of a natural disaster where telephone communications are interrupted or it is impossible or inadvisable for the Vice President, branch/center Deans to consult with the President, the Vice President, branch/center Dean concerned will take action to provide for the safety and welfare of the students and faculty.

B. If weather or other situations necessitate a cancellation of classes **when students are at home** after a school day, during a weekend or during holidays, students and instructors are requested to give attention to the television and radio

announcements in the early evening (between the hours of 7:00 p.m. and 9:00 p.m.) and in the early morning (between the hours of 6:00 a.m. and 7:00 a.m.) to get correct information. When the following conditions exist, students and faculty should listen for announcements concerning the operation of the various college locations:

(1) When streets, roads and highways are covered with ice and snow and are otherwise dangerous to travel
(2) When rapidly changing temperatures produce sub-freezing weather that causes failure in water and heating systems.
(3) When natural disasters such as floods, tornadoes, and explosions occur.

C. Students should not call administrators or instructors. They should listen for announcements from television and radio. Instructors are at liberty to call the Vice Presidents, branch/center Deans if there is any reason for concern or if there are any questions.

The President will coordinate with the City of Jackson (County of Hinds) Emergency Operations Center and other necessary agencies, and proper notices will be given to the television and radio stations for announcements between the hours of 7:00 p.m. and 9:00 p.m., if possible, or between the hours of 6:00 a.m. and 7:00 a.m.

STUDENT PUBLICATIONS POLICY

Hinds Community College sponsors student publications on the Raymond and Utica campuses under the direction of the District Public Relations Office.

The student newspapers and student yearbooks provide valuable student insights into Hinds Community College and also provide responsible journalism education and training for students.

The student publications do not represent officially the administration of Hinds Community College; however, the college does provide professional staff supervision of these publications in order to provide a responsible context for the freedom of expression of its students.

TITLE II OF PUBLIC LAW 101-542
Crime Awareness and Campus Security Act of 1990
CRIME AWARENESS AND CAMPUS SECURITY STATEMENT

CRIME, EMERGENCY REPORTING POLICY

Current Hinds Community College District Policy requires that members of the college community report all criminal actions and other emergencies to the Campus Police/Security Department.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

The Campus Police/Security Department or location Dean's Office will initiate an immediate response to any reported emergency. If circumstances require expertise or assets beyond the Campus Police/Security's abilities, the Campus Police/Security or location Dean's Office will immediately notify and request assistance from local law enforcement or other emergency services via telephone or radio.

CAMPUS SECURITY

Campus Security is provided by a College employed staff of Campus Police and Campus Security officers supplemented with contract security officers.

FURTHER INFORMATION

A full publication will be given to students and employees to meet the requirements of this federal law since September 1, 1993.

III
Student Services and Activities

PHILOSOPHY AND OBJECTIVES OF STUDENT AFFAIRS WORK AT HINDS COMMUNITY COLLEGE

The nature of American higher education places great emphasis upon developing the student as an educated "whole" person rather than upon simply promoting intellectual training alone. Such an emphasis has created a conscious extension of the learning environment beyond the classroom, and it is the student personnel professionals who bear the primary responsibility for facilitating the education which takes place in that milieu.

In promoting the Hinds Community College Mission and Goals, Student Affairs endeavors to establish rapport among all student groups, making each individual feel that he or she is an integral member of both the junior college community and of society as a whole. Accordingly, the various departments of Student Affairs strive to provide a means for complementing and supporting the academic, vocational, technical programs, and continuing education. Workable strategies, techniques, and methods are developed on a continuing basis to enhance and promote excellence in both inter-junior college and intra-community college relations. Through Student Affairs, education is viewed as an individualized, success-oriented system which is constantly being refined to meet both student and societal needs. To implement successfully this vitally important system, Student Affairs personnel strive to fulfill the Mission Statement and Goals of the College as:

EDUCATORS who operate in the challenging and relatively unstructured out-of-classroom setting. Student affairs professionals use activities, organizations, special developmental programs and interpretation of institutional and societal rules as tools in the total educational process.

PROVIDERS AND MANAGERS OF STUDENT SERVICES designed to facilitate the student's overall educational experience and to provide the type of special facilities for academic, vocational, and technical support activities which create an active and productive learning environment.

FACILITATORS OF THE MATRICULATION PROCESS who offer individual growth-oriented assistance to help students successfully progress through a multi-dimension college experience.

COUNSELING SERVICES

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors, careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when this is a need.

A list of the major services that can be obtained through the counseling offices is given below. In addition to the above, the Academic Counseling Center at Raymond and the Utica Counseling Center provide the following services.

A. Academic advisement and educational planning
B. Career exploration through Discover Computer Package, individual career counseling and career classes
C. Comprehensive testing services that include the use of career, personality and ability tests for the purpose of personal growth and/or career exploration
D. Individual counseling
E. Counseling for drug and alcohol problems or referral for treatment through the College Assistance Program (CAP)
F . Referral to appropriate helping agencies when the need is indicated
G. Outreach services in the form of workshops, presentations, or "talks" with various student groups.

The Counseling personnel welcomes students on both a walk-in and appointment basis.

ORIENTATION: HINDSVIEW

Our orientation program is designed to answer the needs, concerns and questions that will confront you when you enter Hinds Community College. While at HINDSVIEW you will meet informally with faculty, staff and administrators; visit with student orientation leaders and other traditional and non-traditional students in small and large group sessions; and learn of the wide variety of available academic, social and personal opportunities. Our student group leaders are especially trained to help students understand policies and procedures and to find assistance and services as new students at Hinds. We strongly encourage all entering students to attend Hindsview. Residence hall students are required to attend.

DEVELOPMENTAL STUDIES

Developmental Courses - Math, English, and Reading, and Speech

Developmental instruction is offered through the following courses: MAT 1103, MAT 1203; MAT 1233; REA 1103, REA 1203, REA 1303; ENG 1103, ENG 1203; and SPT 1103. Based on ACT scores or placement tests, students are prescribed these courses to prepare them for success in traditional college courses. For more information on testing, please refer to the Mandatory Testing and Placement Procedure section in this catalog. Additional help is available to all students in the math and communication areas through help laboratories.

Vocational Related Studies

The Related Studies Laboratory is available to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical program. This laboratory is also available to help non-

high school graduates who are enrolled in vocational programs to obtain their GED. Attendance is required for some students based upon their TABE scores.

SUPPORT SERVICES

Disability Support Services (Raymond Campus)

This department provides tutorial, note-taking, and other support services for students who have a documented disability. Applications may be obtained by calling 857-3386 V/TDD or by writing to the Disability Support Services Department, P.0. Box 1290, Hinds Community College, Raymond, MS 39154-9799

Deaf and Hard of Hearing Services

Support services in this program are funded by an agreement with Mississippi and other state Departments of Vocational Rehabilitation, the University of Tennessee Postsecondary Education Consortium Grant, and Hinds Community College. The mission of these support services is to provide equal opportunity to deaf and hard of hearing students to enter existing Raymond Campus programs of study and succeed academically and socially. Interpreters are provided for classes, tutorial sessions and school events. Special transition classes and scholastic/career counseling are available. Tutoring and notetaking services are provided upon request. Accessible residence halls are equipped with telecommunication devices (TDD's), closed captioned televisions and flashing fire alarms and doorbells.

Applications for services may be obtained by calling 857-3310 V/TDD or by writing to:

Services for the Deaf and Hard of Hearing
Hinds Community College
Box 1282
Raymond, MS 39154-9799

DISCOVER: Helps in Career Choice

DISCOVER is a computer-based information system that lets students measure their interests, abilities, and values and get instant results to use in exploring education and occupational options. The system makes it possible for students to have a wealth of information about occupations, colleges, special training programs, apprenticeships, financial aid and other related topics available to them at the touch of the keyboard. This allows the student to obtain a career profile geared specifically for him/her.

When students work with the DISCOVER system, they will be led on a methodical career journey, much the way they would be if they were being guided individually by their counselor. The DISCOVER profiles, along with the various other inventories the student may take, will allow the counselor to plan an individual career development program for each student.

Students are encouraged to become familiar with the DISCOVER system and the information it can provide them. Appointments may be made to work with the system by contacting the Academic Counseling Department on the Raymond Campus or on the Utica Campus.

HOUSING

Hinds Community College provides comfortable housing accommodations for students who sign up to live on the Raymond or Utica Campuses. Residence halls broaden students educational experiences by providing a community where the student can live, learn, grow and have fun.

Admission to Hinds Community College does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and include a $50 deposit. Return the completed application and deposit to the Housing Office on the campus the student plans to attend. To be eligible to live in the residence halls, one must be a full-time student. This requires that an academic or technical student be enrolled for not less than twelve (12) semester hours and a vocational student be enrolled for not less than sixteen (16) semester hours.

A deposit of $50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Community College. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the residence hall occupant who follows the checkout procedure as announced by the Housing Office.

After an admissions application is received and processed by the District Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. A student must meet all admission requirements before he/she can be assigned a residence hall room. It will be helpful if persons wanting to be roommates would send both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their deposit receipt number. They will be assigned from the waiting list as space becomes available.

A student will be issued a residence hall room key if he/she has done the following:

1. Registered for 12 or more hours (academic or technical) or 16 hours (vocational).
2. Shown proof of full payment:
   A. full payment (receipt)
   B. Financial Award Letter for full award and receipt for payment if a balance is owed.
   C. Proof of payment of 1/2 fees on a deferred payment plan.
3. Met all admission requirements.

If proof of payment is not shown by the student on check-in-day, the student will lose his/her room assignment, and the room will be assigned to the next person on the waiting list.

RESIDENCE HALLS RULES AND REGULATIONS

For specific information concerning housing rules and regulations, please refer to the housing section of the **Student Handbook**.

RAYMOND CAMPUS - RESIDENCE HALLS FOR WOMEN

ALLEN-WHITAKER HALL is a two-story, brick, L-shaped air conditioned building housing 109 returning women students, and is staffed by one hall director and four student resident assistants. Each of the 26 suites has two bedrooms with connecting bath. Each suite accommodates four students. The carpeted lounge contains modern furniture, a piano, and a television.

DAVIS HALL is a five-story building housing 255 new entering women students, eight student assistants, and a hall director. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a courtyard designed to provide natural light to all five floors. Corridors and lounges are carpeted. Tile baths are located on each floor. Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

HARDY-PURYEAR HALL is a four-story, air-conditioned brick building housing 200 new entering women students. Each floor has a carpeted lounge and central bath area. The building is staffed by six student assistants and one hall director. Each bedroom will accommodate two students, and is furnished built-in furniture including a study desk, chair, and chest of drawers.

MAIN HALL is a two-story brick building housing 96 sophomore women students with a minimum 2.75 grade point average or higher. The grande dame of Raymond Campus residence halls, the 70 year-old building was totally renovated in 1988 and is now a sophisticated and elegant arrangement of four, seven, and eight-person suites with bedroom/bath areas upstairs and winding stairwells that open to sitting rooms. Adjacent to these gathering places are kitchenettes equipped with a refrigerator, microwave, sink, table and chairs. The building also offers two-person bedrooms with private baths. It is staffed by a hall director and four student resident assistants.

MARSHALL HALL is a two-story air-conditioned brick building housing 128 returning women students and is staffed by a hall director and five student resident assistants. Rooms are arranged in four-bedroom suites, each with ceramic tiled bath, spacious cabinets and closets. The lounge is located at the central entrance and is furnished with a television and modern furniture.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

RAYMOND CAMPUS - RESIDENCE HALLS FOR MEN

GREAVES HALL is an air-conditioned facility for 184 returning male students. Each room is equipped with beds, built in desks, book shelves and storage facilities. The building is staffed by one part-time hall director and four student resident assistants. One wing is reserved for sophomore men with a minimum 2.75 grade point average or higher. The wing is equipped with a refrigerator, microwave, and television cable in each room.

SHEFFIELD-WOOLLEY HALL is a four-story, air-conditioned brick building housing 200 returning male students. Each floor has a carpeted lounge and central bath area. The building is staffed by five student assistants and one hall director. Each bedroom will accommodate two students and is furnished with beds, study desks, chairs, and chest of drawers.

VIRDEN HALL is an air-conditioned residence hall housing 55 new entering male students. Each four-bedroom suite contains a small foyer, ceramic-tile bath, spacious cabinets, and closets. Rooms have venetian blinds, built-in study tables, beds, and book shelves. Staff includes a hall director and three resident assistants.

WILLIAMS HALL is a nine-suite, air-conditioned renovated facility housing 140 new entering male students. Each room is equipped with beds, desks, closets, and book shelves. The building is staffed by five resident assistants and a hall director.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls

UTICA CAMPUS - RESIDENCE HALL FOR MEN

B.E. LEWIS HALL is a modern three-story air conditioned complex comprised of various suites. Each student has a private closet. Each suite comes equipped with a private bath, a large study desk, and spacious chest of drawers for each occupant. It also has a two-way intercom system. Each floor has at least one resident assistant. This attractive complex, which overlooks Grantham Baseball Field, houses 144 male students.

UTICA CAMPUS - RESIDENCE HALLS FOR WOMEN

MAGGIE DUNSON HALL accommodates 144 female students. This three-story modern air-conditioned complex is divided into suites, each with its own personal touch; a two-way intercom system, a large sink, spacious locker-equipped closet for each occupant, bathroom, and built-in drawers and study desks. The three floors of Maggie Dunson Hall overlook a free-flowing brook.

NEWTON-WALKER HALL is also a three-story complex. It is designed to house 72 women students and 72 men students. Unlike a co-ed dorm, a large spacious brick corridor separates the men's and women's quarters. A resident assistant is provided for each floor. Each suite is air-conditioned and has a private bath. Entry into each suite is from the outside only. Newton-Walker overlooks the tennis courts. Located in the residence hall complex is an air conditioned laundry room with a two-way intercom system, vending machines, and continuous soft music. Its location is easily accessible to any resident hall student.

FINANCIAL AID

GENERAL REQUIREMENTS

Financial assistance is provided to students who have met all admission requirements of the college and is to be used only for educational purposes. Aid recipients who have attended other colleges prior to attending Hinds Community College must submit a Financial Aid Transcript from those colleges.

For the student to be eligible to continue receiving financial aid, he/she must file a yearly aid application and document his/her financial circumstances.

In order to receive financial aid from any Federal Financial Aid Program, the student must be in good standing and make satisfactory progress in his/her course of study. The student may not be on extended probation or academic suspension and remain eligible for financial aid.

Funds for financial aid come from Federal Government Programs, Hinds Community College, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the Free Application for Federal Student Aid (FAFSA). The Department of Education will forward information to the student which is vital to the Financial Aid Offices in determining how much aid can be awarded to each student. The student should send this information to the Financial Aid Office. Financial aid will be awarded to each student based on their individual information. Each student is considered for all types of aid and awarded accordingly. Early filing of the FAFSA will insure sufficient time to study the needs of each student.

Although there are no deadlines for filing applications, in order to receive priority consideration, the results from the FAFSA should be received by the Financial Aid Offices prior to April 1. Additional applications will continue to be accepted after this date; however, this is a priority deadline for programs which may have limited funding. The FAFSA form should be mailed to Iowa City, Iowa as soon as tax returns are filed.

Results from the FAFSA are sent to the student in three to five weeks. The student must forward or bring these papers to the Financial Aid Offices so that eligibility amounts can be established. Applications are available at all Hinds locations and local high school counselors' offices.

FEDERAL STUDENT LOANS

In response to the nationwide effort to reduce defaults, Hinds Community College has developed a Loan Default Management Plan. All students requesting loan funds through any of the following federal loan programs will be given a copy of this plan.

FEDERAL PROGRAMS

TYPE:	**FEDERAL PELL GRANT**
DESCRIPTION:	$400 to $2400 per year. Non-repayable.
ELIGIBILITY:	Undergraduates only; according to Congressional formula; enrolled as a regular student.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid and HCC Institutional Application.
DEADLINE:	Not applicable. (Priority date April 1 for award, if any, to be ready for fall term.)
TYPE:	**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**
DESCRIPTION:	At least $200 per year. Non-repayable.
ELIGIBILITY:	Undergraduates only with demonstrated need; and based on the availability of funds.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE:	Priority - April 1.
TYPE:	**STATE STUDENT INCENTIVE GRANT (SSIG)**
DESCRIPTION:	At least $200 per year. Non-repayable.
ELIGIBILITY:	Undergraduates only; Mississippi residents only; with demonstrated need; and based on the availability of funds.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE:	Priority - April 1.
TYPE:	**FEDERAL WORK-STUDY (FWS)**
DESCRIPTION:	Not to exceed 15 hours per week at $4.25 per hour.
ELIGIBILITY:	Undergraduates and graduates; with demonstrated need; based on availability of funds; earning monies via campus jobs.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE:	Priority - April 1.
TYPE:	**FEDERAL STAFFORD LOAN (Subsidized and Unsubsidized)**
DESCRIPTION:	Not to exceed $3500. Interest rates will vary. Repayment begins 6 mos. after student ceasing to be at least half-time student.
ELIGIBILITY:	Undergraduates and graduates; with demonstrated need.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; Stafford Loan Application; HCC Institutional Application .

TYPE:	**FEDERAL PARENT LOAN - (PLUS)**
DESCRIPTION:	Maximum $4000 (varies) per year. Parents & graduate/professional students. Variable interest rate.
ELIGIBILITY:	Based on the cost of attendance and the amount of financial aid awarded.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; PLUS Application; HCC Institutional Application.

HINDS COMMUNITY COLLEGE FUNDS

Hinds Community College Work/Study Program. Hinds Community College offers students assistance through Hinds Community College Work/Study Program. The student may be eligible to work as many as 15 hours per week. Students will receive an hourly rate of pay.

POLICY ON SATISFACTORY SCHOLASTIC PROGRESS FOR RECIPIENTS OF FEDERALLY FUNDED FINANCIAL AID AND VETERANS BENEFITS

Federal regulations require an institution to evaluate the scholastic progress of financial aid and veterans benefits recipients. Effective July 1, 1984, federal regulations required institutions to strengthen their policies on satisfactory progress. Only hours attempted after July 1, 1984, are evaluated for financial aid and veterans benefits eligibility.

All students applying for, or receiving, Title IV Federal Assistance for attendance at Hinds Community College must progress satisfactorily towards completion of a chosen academic or vocational-technical program. Title IV Federal Assistance includes the following programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Federal State Student Incentive Grant (SSIG)
Federal Stafford Loan (SSL)
Federal Supplemental Loan for Students (SLS)
Federal Parent Loan (PLUS)
Federal Work-Study (FWS)
Veteran Benefits

The following policies are in compliance with federal guidelines for satisfactory progress:

I. Grade Point Average and Credit Hour Requirement

The grade point average and credit hours passed that a student must maintain to be considered making satisfactory progress in a program of study will be determined by an evaluation of the total number of semester hours that have been attempted. A student who fails to meet the requirement may continue on financial aid/veterans benefits probation for one semester. If the deficiency is not corrected by the end of this probationary semester, the student shall be ineligible to receive further aid or veterans benefits until the deficiency has been corrected.

Students who are suspended from financial aid or veterans benefits for scholastic reasons at the end of the probationary semester may gain eligibility the succeeding semester(s) attended by achieving the appropriate cumulative grade point average and earned semester hours based on hours attempted.

Cumulative Semester Hours Attempted	*1-18	19-36	37-54	55-72	73-90
Minimum Cumulative Semester Hours Required To Pass	*6	16	32	48	64
Minimum Cumulative Grade Point Average	1.75	1.85	2.0	2.0	2.0

* A students enrolled in fewer than six (6) credit hours must pass all hours attempted with the minimum required cumulative grade point average.

II. Time Frame

All students receiving financial aid or veterans benefits are expected to complete their educational objective with the maximum number of semester hours shown above.

Students attempting 90 semester hours without reaching their educational objective will be automatically suspended from Financial Aid..

Once a student has attempted 90 semester hours **AND** has received a degree or certificate, he/she must contact the Office of Financial Aid for reevaluation of financial aid eligibility to pursue a second degree. There are no provisions for financial aid beyond the second degree and/or certificate.

III. Transfer Students

Transfer students will enter with the same status for financial aid or veterans benefits as other students based on the hours attempted, credit hours earned, and grade point average at other college(s) previously attended.

IV. Withdrawals - "W"s, Non-Credit, Remedial Courses and Incompletions - Financial Aid Recipients Only
(Students receiving veterans benefits refer to the veterans brochure or college catalog for the Veterans Withdrawal Policy)

A student will be allowed to officially withdraw. A "W" will not be used in calculating a student's grade point average, but all "W"s will be counted in determining the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.

A student will be allowed to repeat a course according to the policies stated in the college catalog, however, any course repeated will be included in total hours attempted for the purpose of determining eligibility to receive financial aid. That is, all courses repeated regardless of the previous grade earned, count as additional hours attempted.

Non-credit courses **will not** count in hours attempted, but semester hours for remedial courses **will be** recorded as hours attempted.

A student must remove an incomplete (I) grade by the end of the 9th week of the succeeding semester or receive a failing (F) grade. An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

V. Procedures for Implementing the Probation/Suspension Policy

At the end of each semester, the Office of Financial Aid/Veterans Affairs will develop a list of all students who failed to meet the minimum scholastic criteria set forth to be in good standing for financial aid or veterans benefits with the institution.

The Office of Financial Aid/Veterans Affairs will notify the students that they are on financial aid or veter ans benefits probation and inform them that if they do not pass the minimum required semester hours with the appropriate **cumulative grade point average** for the following semester in attendance, they will be suspended from financial aid or veterans benefits until eligibility is re-established.

Students who will be suspended from financial aid or veterans benefits will be informed by the Office of Financial Aid/Veterans Affairs at the end of the appropriate grading period.

Eligibility may be re-established by the student attending, paying his/her own fees without federal assistance, and meeting the requirements in Section I above.

VI. Appeal Process

In extenuating circumstances such as personal illness or illness and death in the immediate family, a student may appeal to the local Student Affairs Committee for relief from these requirements. Appeals for permission to continue when suspended from financial aid or veterans benefits must be made in writing to the local Student Affairs Committee. Each appeal will be considered on its own merit.

All appeals must be submitted within thirty (30) days from the date of the suspension letter.

VETERANS AFFAIRS

The Office of Veterans Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For additional information call 857-3226.

ADMISSION

Students who plan to receive veterans benefits must satisfy the college's admission requirements as outlined in the Admission Requirements section of this catalog **BEFORE** being certified to the Veterans Administration Regional Office. In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Benefits.

CHANGING OF PROGRAMS

Students receiving veterans benefits must at all times have a definite program declared with the Office of Veterans Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans Affairs and the Veterans Administration.

COUNSELING

All veterans benefits recipients are required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

Each student must have a signed Veterans Benefits Recipient Program Planning Sheet from his/her counselor for EACH enrollment period. The student must also sign the Program Planning Sheet acknowledging the course recommended by the counselor.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in its handbook, **Guide To The Evaluation Of Educational Experiences In the Armed Services**, is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION

Students receiving veterans benefits are expected to maintain the same standards of satisfactory progress as all other students receiving financial aid. See **Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits** in this section of the catalog.

Exceptions from the Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits are as follows:

"W"s will not be used in calculating the number of semester hours attempted for the purpose of determining eligibility to receive veterans benefits.

Veterans benefits recipients may attempt additional hours beyond the 90 semester hours allowed in the policy without completing a degree, as long as they file a Change of Program form with the Office of Veterans Affairs and are maintaining **satisfactory scholastic progress.**

Veterans benefits recipients may pursue the allotted number of degrees as outlined by the Veterans Administration.

NOTE: Policies stated for veterans comply with regulations 14253, 14277, 14278, Department of Veterans Benefits.

CHANGING ENROLLMENT STATUS

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the **College Catalog**. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments. (See policy below concerning overpayments.)

VA POLICY REGARDING OVERPAYMENTS

Student Actions That Result in Overpayments

1. Withdrawing from a course or school.
2. Receiving a grade which does not count toward your graduation requirements.
3. Failure to have an incomplete grade changed to a grade which counts toward your graduation requirements.

VA Actions Once an Overpayment is Created

1. Add interest charges and collection fees to your debt.
2. Withhold future benefits and apply them to your debt.
3. Turn your debt over to a private collection agency.
4. File suit in federal court to collect your debt.
5. Withhold approval of your VA home loan guarantee.
6. Collect the debt from your federal income tax refund.

Explanation of Mitigating Circumstances

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means if you drop a course, unless you can show the VA that there are mitigating circumstances, you must return all the money paid to you for pursuit of that course **from the start of the term**, not merely from the date you dropped the course.

Examples of **acceptable** mitigating circumstances are prolonged illness, severe illness or death in your immediate family and unscheduled changes in your employment or work schedule.

Examples of **unacceptable** mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

NOTE: You will normally be required to submit evidence to support your reasons before they can be accepted by the VA.

SCHOLARSHIPS

HINDS COMMUNITY COLLEGE SCHOLARSHIPS

ACT SCHOLARSHIPS
All Locations

(ACT Scholarships are awarded through the Financial Aid Office.)
Applicants should apply for scholarships as soon as they attain an ACT composite score of 21 or above as all ACT awards are made on a first-come basis. No scholarship awards will be made after the first scheduled day of classes.

PRESIDENTIAL
All Locations

Tuition, room and board scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 29 or above, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.
Required forms - HCC Financial Aid/Scholarship. Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

DEANS'
All locations

Tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 25-28, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.
Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

FACULTY
All locations

One-half tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 21-24, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.
Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

GIFTED & TALENTED
Utica Campus

Tuition scholarships awarded annually. Full-time student. Based on applicant's talents, skills, and leadership abilities, as well as academic achievements.
Required forms - Gifted & Talented Scholarship Application. Call Utica Campus, Dean of Students, 885-6062 for information. Deadline - March 1.

BASEBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies

BASKETBALL
Utica Campus
(Men & Women)

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Utica Campus; call 885-6062 or 354-2327 for information. Deadline - Varies

FOOTBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus. Call 857-3325 for information. Deadline - Varies

GOLF
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies

SOCCER
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies

SOFTBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies

TENNIS Utica Campus	Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies
TRACK Raymond Campus	Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies
MUSIC Raymond Campus	Tuition scholarships. Must be a full-time student majoring in music. Selection is based on auditions. Required forms - Music Application available through the Music Department, 857-3271. Deadline - August 1.
BAND Raymond Campus	One-half tuition scholarship for 1st and 2nd semester band participants, full tuition scholarships for 3rd and 4th semester band participants. Extra service scholarships are available including stage band. Must be a participant in the band. Required forms - Band Application. Call 857-3273 for information. Deadline - Varies.

HINDS COMMUNITY COLLEGE DEVELOPMENT FOUNDATION SCHOLARSHIPS

Scholarships are awarded for fall and spring semesters only. The scholarships awarded are based on classroom excellence, involvement in extracurricular activities, financial need, desire for achievement, and letters of recommendation. Students must maintain full-time status and a 2.5 grade point average.

Required forms - HCC Application for Financial Aid and Scholarships, high school and/or college transcripts, three letters of recommendation, copy of ACT scores, list of achievements, and summary of why the student feels he or she should be considered for a scholarship; submit all items to the Institutional Advancement Office. For information, call 1-800-HINDS CC-1-#-3502. Deadline - March 1.

DEVELOPMENT FOUNDATION UNRESTRICTED SCHOLARSHIPS

A. A. Alexander Scholarship - awarded to a full-time student.
G. J. Cain Scholarship - awarded to a full-time student.
Mr. & Mrs. A. L. Denton Scholarship - awarded to a full-time student majoring in fine arts.
F. M. Greaves Scholarship - awarded to a full-time student.
Anne C. Hardy Scholarship - awarded to a full-time student.
Mildred Herrin Scholarship - awarded to a full-time student.
William H. Holtzclaw Scholarship - awarded to a full-time student on the Utica Campus.
Rev. B. E. Lewis Scholarship - awarded to a full-time student on the Utica Campus.
Grady Sheffield Scholarship - awarded to a full-time student majoring in business.

DEVELOPMENT FOUNDATION ENDOWED SCHOLARSHIPS

Ben Adkins Memorial Scholarship - awarded to a full-time Rankin Campus student.

Dorothy Brownlee Scholarship - awarded to a full-time student majoring in speech and drama on the Raymond Campus, who is a member of the Lendon Players.

Marian Pickett Carmichael Scholarship - awarded to a full-time Raymond Campus student.

H. H. Davis Memorial Scholarship - awarded to a full-time student on the Raymond Campus or the Utica Campus.

A. P. and T. B. Fatherree Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Len Garvey Memorial Scholarship - awarded to a full-time sophomore student majoring in business and office technology at the Jackson Campus-Academic/Technical Center.

Walter H. Gibbes Memorial Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Charlie Griffin Memorial Scholarship - awarded to a full-time student.

Jobie and Jim El Harris Scholarship - awarded to a full-time student. Priority will be given to grandchildren of retired Hinds employees.

Warren Hood Scholarship - awarded to a full-time Hinds County student.

Freddie Jean Cannon Jackson Memorial Scholarship - awarded to a full-time student majoring in early childhood development on the Utica Campus.

Ruth Kelly Home Builders Auxiliary Scholarship - awarded to a full-time Raymond Campus student majoring in a vocational or technical program related to the home building industry.

H. R. Kilby Memorial Scholarship - awarded to a full-time Raymond Campus student from Hinds County majoring in business.

Dr. Robert and Lee Mayo Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

George M. McLendon Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating outstanding leadership.

Claribel Hunt Moncure Memorial Scholarship - awarded to a full-time student who is a native of Mississippi.

Dr. Vernon Clyde Muse Scholarship - awarded to a full-time student majoring in an academic or transfer program of study.

Scott Nelson Memorial Scholarship - awarded to a full-time student who has graduated from Raymond High School, Rebul Academy, or Central Hinds Academy (priority will be given to children of HCC faculty or staff members).

Harry Partin Scholarship - awarded to a full-time student majoring in electronics engineering technology on the Raymond Campus.

John Pervangher Memorial Scholarship - awarded to a full-time Vicksburg-Warren County Branch vocational/trades student.

Marie Pervangher Memorial Scholarship - awarded to a full - time Vicksburg-Warren County Branch student majoring in business technology.

Pickett Scholarship - awarded to a full-time Raymond Campus student.

Rankin County Alumni Scholarship - awarded to a full-time Rankin County high school graduate.

Joe A. Renfroe Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in a sports related field.

Troy Arlis Ricks Scholarship - awarded to a full-time student.

Virginia Riggs Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Eugene G. Schubert Memorial Scholarship - awarded to a full-time Raymond Campus sophomore majoring in agricultural education or animal science.

Lurline Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in mathematics or engineering.

Robert C. Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in geology, engineering, or mathematics.

Street Medical Foundation Scholarship - awarded to a full-time student enrolled in the practical nursing program at the Vicksburg-Warren County Branch.

C. V. Sullivan Memorial Scholarship - awarded to a full-time student.

John Bell Williams Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Ed, Mattie, and Douglas Woolley Scholarship - awarded to a full-time student.

DEVELOPMENT FOUNDATION SPECIAL SCHOLARSHIPS

Stacey Renee Allen Memorial Scholarship - awarded to a full-time, native Mississippian, female student on the Raymond Campus majoring in Law Enforcement who demonstrates financial need.

Susan Ballard Memorial Scholarship - awarded to a full-time Raymond High School graduate.

William A. Browne Scholarship - awarded to students demonstrating financial need.

W. H. Buckner Memorial Scholarship - awarded to a student from Vicksburg majoring in Auto Mechanics.

David Cahow, II, Memorial Scholarship - awarded to a sophomore majoring in pre-med on the Raymond Campus for the spring semester only.

Mr. and Mrs. W. H. Cochran Scholarship - awarded to a full-time student.

Ken and Becky Coomes/Tom's Distributorship Scholarship - awarded to a foster child who is a graduate of a Rankin County high school.

Kathryn Duncan Scholarship - awarded to a student attending the Vicksburg-Warren County Branch.

Nona Fortenberry Scholarship - awarded to a Raymond Campus student majoring in business technology.

John Lake Gibbes Memorial Scholarship - awarded to a student majoring in farm science or a related field of study on the Raymond Campus.

Burda Scott and Thomas Fletcher Gladish Memorial Scholarship - awarded to a full-time music student on the Raymond Campus.

Jack Hite Hi-Stepper Leadership Scholarship - awarded to a full-time Raymond Campus sophomore Hi-Stepper.

Home Builders Scholarship - sponsored by the National Home Builders Association, Mississippi Association of Home Builders, Jackson Home Builders Association, and Jackson Home Builders Association Ladies' Auxiliary - awarded to a Raymond Campus student pursuing a career in home building.

Carla McCulloch Memorial Scholarship - awarded to a full-time second semester AD Nursing student.

W. M. McKenzie Memorial Scholarship - awarded to a Raymond Campus student majoring in agriculture. Sponsored by the Hinds County Farm Bureau & the Rankin County Farm Bureau.

Kurt Markus, Ltd., Scholarship - awarded to a full-time minority student from Vicksburg.

Lee Mayo Choir Scholarship - awarded to a full-time Raymond Campus Choir member and Music major.

James Taylor Monk Scholarship - awarded to a full-time student who has received a GED through the Rankin County School District's Adult and Community Education Program.

Col. Frank Walsh Scholarship - awarded to a Raymond Campus student majoring in Social Studies.

Harold T. White Memorial Scholarship - awarded to a full-time hotel/restaurant management student who agrees to work an internship.

DEVELOPMENT FOUNDATION MISCELLANEOUS SCHOLARSHIPS

The following companies and organizations randomly award scholarships:

1. **The American Auxiliary Unit 112 (Nell Crenshaw)**
2. **The American Legion Post #112**
3. **Best Western Metro Inn**
4. **Credit Professionals International (CPI)**
5. **Gardener's Club of Jackson**
6. **Hinds Community College Education Association**
7. **Hinds County Plumbing-Heating-Cooling Contractors Association**
8. **Mississippi Farm Bureau Insurance**
9. **Mississippi Limousine Breeders Association**
10. **Mississippi Livestock Producers Association**
11. **Rotary Club of South Jackson**
12. **South Jackson Hinds County Development Association**
13. **Waring Oil Company**
14. **Vicksburg Chapter/Mississippi Restaurant Association**

TRUSTMARK NATIONAL BANK SCHOLARSHIPS

Trustmark National Bank Scholarships are awarded to full-time students who meet the following criteria:

- is a graduate of a Hinds, Madison, Rankin, or Warren county high school and holds residence in one of these counties;
- has a 12 or better ACT score;
- has a 2.0 or better grade point average.
- has no record of disciplinary problems; and
- is from a household with a combined income of $20,000 or less.

Trustmark National Bank of Jackson, Mississippi, provides funds to award these scholarships each fall and spring semester (summer semester not included). The scholarships are awarded on a first-come basis by the date the application is received in the HCC Institutional Advancement Office. Priority deadline to apply for fall is August 1 and for spring is December 1. To apply, fill out the HCC Application for Financial Aid and Scholarships with the Trustmark section signed by a high school or college official and the Free Application for Federal Student Aid (Pell Grant).

HINDS COMMUNITY COLLEGE SCHOLARSHIP POLICIES

The following policies have been established in the administering of scholarships for Hinds Community College.

1. Any scholarship student who fails to contact the Financial Aid Office in writing to accept his/her scholarship by the deadline established in his/her award letter will forfeit the scholarship.
2. Any student on scholarship who drops below full-time status (minimum of 12 semester hours) will not be eligible for an academic scholarship in the future.
3. Any student on scholarship who does not maintain the required cumulative grade point average will forfeit the scholarship. There is no probationary semester.
4. The award of a scholarship cannot exceed the allowable fees assessed by the college.
5. Scholarship awards will be credited to a student's account. Only in special circumstances will a check be made directly to the student.
6. Any student expelled from school because of a disciplinary reason will forfeit his/her scholarship and will not be eligible for another scholarship.
7. Students on the Cooperative Job Program must get special permission to continue their scholarship when they are working alternate semesters.

8. Any student on scholarship who fails to attend school in consecutive fall/spring semesters (excluding summer school) will forfeit his/her scholarship.

9. A commuter student receiving more than one tuition scholarship can receive only one full tuition scholarship plus one $100.00 per semester book voucher at a Hinds Community College district bookstore.

10. Scholarships do not cover the following:
    a. Registration fee
    b. Additional fees assessed for more than 19 semester hours
    c. Any charges related to summer school (tuition, room, or board, etc.)
    d. Any change of schedule fees
    e. Parking decals
    f. Yearbook
    g. Late fees
    h. Lab fees

11. Any student who ceases to attend classes and fails to withdraw officially will forfeit his/her scholarship. The student will not be eligible for any academic scholarship in the future.

12. Any student officially withdrawing from school will not be required to pay back any tuition portion of his/her scholarship. However, if he/she is receiving any scholarship monies on his/her housing or meals, the scholarship account will be reimbursed any remaining portion of those fees. The student will not receive any refund of scholarship monies. A scholarship student must clear with the Financial Aid Office prior to withdrawing officially.

13. A student officially withdrawing from school will not be granted a scholarship for another semester unless approved by the District Scholarship Committee.

14. A student may receive a scholarship for a maximum of four semesters.

15. Repeating courses cannot change forfeiture status retroactively.

16. The District Scholarship Committee will review any special circumstances brought before them. A student desiring a special waiver should submit the request in writing to the Chairman of the Scholarship Committee within 30 days of the date of the written notice.

17. Only the District Scholarship Committee, with the approval of the President of the College, can make any changes in these policies.

18. Any student in default on any type financial aid is not eligible to receive any scholarship money.

ADDITIONAL ACT SCHOLARSHIP POLICIES

1. ACT Scholarships are only awarded to first time entering full-time (12 or more semester hours) freshmen. If for any reason a student is not awarded an ACT Scholarship his/her first semester, the student is not eligible for an ACT Scholarship at a later date. For this reason, apply as early as possible. Students who have attended summer school prior to entering in the fall are eligible for an ACT Scholarship. A student must apply before the first day of classes of his/her first semester, fall or spring, at Hinds.

2. ACT Scholarships are awarded on the basis of the date a completed file is received in the Financial Aid Office, not on the individual's score. A completed scholarship file for an ACT Scholarship includes a scholarship application and a copy of the student's ACT profile.

3. ACT Scholarships are awarded only to Mississippi residents.

4. Scholarship awards cannot be raised after the first day of classes for the first semester enrolled.

5. ACT Scholarships can be retained for four semesters if the student maintains full-time status (successfully completing 12 or more hours) and a 3.0 or better overall grade point average.

6. Presidential scholarships (ACT of 29 or above) cover tuition, room, and a meal ticket for a dormitory student. Commuter recipients will receive tuition plus a $100.00 book voucher at the Hinds Community College Bookstore each semester.

7. Deans Scholarships (ACT of 25-28) cover only the current cost of tuition.

8. Faculty Scholarships (ACT 21-24) cover only one-half the current cost of tuition.

ADDITIONAL DEVELOPMENT FOUNDATION SCHOLARSHIP POLICIES

1. Development Foundation Scholarships differ in value. A student must contact the Institutional Advancement Office to determine the value of a scholarship. The scholarships may differ in value from year to year.

2. A student receiving a Development Foundation Scholarship designated for a certain major will forfeit that scholarship if he/she changes majors.
3. Development Foundation Scholarship recipients must attend the Scholarship Recognition Program. Failure to attend will result in forfeiting the scholarship, unless prior approval is granted by the Chairman of the Scholarship Committee.

4. Most Development Foundation Scholarships require a 2.5 grade point average in order to retain the scholarship the next semester. However, some scholarships are awarded only by semester, and some others require different grade point averages. Therefore, a recipient must contact the Institutional Advancement Office for specific details.

LEARNING RESOURCES SERVICES

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty, and staff in the learning process, is located at each of HCC's six locations. Each Center provides an excellent facility housing a carefully chosen variety of materials that support the curriculum of the college. These materials support the instructional programs at each location as well as the research, enrichment and recreational needs of the students and faculty.

The wide variety of materials found in the LRCs consists of print, electronic and audiovisual materials. A joint union catalog, in both microfiche and electronic formats, provides access to over 160,000 books and 144,000 items of non-print material. An automated library management system provides ease in circulating materials and intra-library loan systems for the sharing of books, magazines, films, tapes, and other resources as they are transferred by a daily inter-campus courier service.

HOURS

On the resident campuses, Raymond and Utica, the Learning Resources Centers are open for service the following hours:

Monday - Thursday	7:45 AM - 9:30 PM
Friday	7:45 AM - 4:00 PM
Weekend hours - To be announced	

Locations which do not serve residence hall students observe the following hours:

Monday - Thursday	7:45 AM - 7:30 PM
Friday	7:45 AM - 4:00 PM

Although designed primarily as "self-service" operations, trained personnel are on duty to assist students at all times. Group instruction and individual assistance in library usage is provided by the professional library staff.

LIBRARY SERVICES

Circulation desks at the Centers are focal points for checking books in and out and for securing assistance in using library materials. Adjacent to the circulation desks are the on-line public access catalogs that index the material available for use in the Centers.

Books, when presented at the circulation desks, may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another reader. **A STUDENT MUST PRESENT HIS VALIDATED I.D. CARD WHEN CHECKING OUT MATERIALS.**

Reserve books, which are kept at the circulation desks, constitute a category of books upon which circulation restrictions have been placed. In general, reserve books are to be used in the Centers and may be checked out for home use only when the resource centers are closed.

Reference books are selected to support the community college program. Because they are used continually and the information in them must be available at all times, these materials do not normally circulate for home use. These books are distinguished from the books which students may check out not only by their location in separate areas but also by the letter "R" above the call numbers on the spine of the books. Among the various types of books found in the Reference collections are atlases, bibliographies, dictionaries, encyclopedias, handbooks, and indexes.

Magazines add a wealth of material to the Centers' collections. The Hinds District Resources Centers subscribe to over 1,200 periodicals. Current issues of the magazines are arranged alphabetically by title on open display shelves in the Centers. Back files of the periodicals are available in paper and/or microform. Periodical indexes are provided for student use. The magazine collection is restricted to "in-house" use.

Audiovisual materials require special equipment for their use and therefore are designed to be used in the Centers.

MEDIA SERVICES

The Department of Media Services operates a center for the Raymond Campus. This center, located in the lower level of the McLendon Library, includes a learning lab equipped with microcomputers, videotape viewing areas, and audio tape players, filmstrip and slide viewers, five classrooms, and a production facility.

Students using the Learning Lab may check out materials at the check-out area where catalogs listing current holdings of the Media Center are located. The Learning Lab also has microfiche readers that index the materials available for use.

Students, faculty and staff may use all media material located in the Media Services Center. Media used in campus classrooms may be viewed and/or reviewed by students in the Learning Lab.

The Center has five mediated classrooms which provide the wide variety of media for instruction. Students may also use the classrooms to view films and for small group use of all media material. One classroom, equipped with TDD telephone and closed captioned TV, has been designated for use by the Deaf and Hearing Impaired Services Program.

In addition to the Learning Lab and classrooms, the Media Services Center houses a complete production facility, including a darkroom, transparency production, basic graphic production, 35mm slide copying, multi-image production, audio tape production, and a fully equipped television studio and video editing facility.

BRITISH STUDIES PROGRAM

GENERAL INFORMATION

Hinds Community College is a member of an academic consortium of several colleges and universities in the southern and southwestern United States supporting an international study program entitled the **"British Studies Program".** The British Studies Program is a residential summer session offered annually during **July** and **August** in **London, England.**

While allowing participants ample free time for independent travel, the session offers upper division undergraduate and graduate coursework. Students can earn up to eight semester hours by participating in the British Studies Program.

In this program, the majority of on-site lecturing is coordinated by local British scholars, exposing students to leading experts in their field. Five-weeks and three-weeks courses in a wide range of academic disciplines including Humanities, Business, Education, Fine Arts, etc., are offered through the British Studies Program.

A mini-break is also scheduled to allow time for personal travel outside of London, along with low-cost optional day tours to general places of interest. Paris, Scotland, Cambridge, Dover, Canterbury, Bath, and Stonehenge are often included.

HOUSING

Students are housed in residence halls located within London's central commuter zones. The halls provide communal kitchens and bathrooms, laundry facilities, television rooms, cafeterias, security, and easy access to the principal attractions of the metropolis.

FINANCIAL AID

Persons who are accepted for participation in the British Studies Program and who meet federal requirements for a guaranteed loan may apply for such a loan. Interested students should contact the **British Studies Coordinator at 601-857-3366 prior to the FIRST WEEK OF APRIL.**

APPLICATION PROCEDURE

Applications will be reviewed promptly upon receipt, and all applicants will be informed of their acceptance status. Minimum program eligibility requirements include the completion of at least 28 semester hours with a 2.0 GPA for undergraduate students, and graduate standing for graduate students. In addition, students must satisfy all additional course prerequisites described under the individual course listings.

Registration is open from January until May. However, rigid maximum student quotas exist for all courses, and the number of applications normally exceeds the number of places available. Interested parties are therefore advised to make formal application at their earliest convenience.

ANY STUDENT from ANY COLLEGE or UNIVERSITY in ANY STATE may request information from the **BRITISH STUDIES COORDINATOR, HINDS COMMUNITY COLLEGE, BOX 1164, RAYMOND, MS 39154; (601) 857-3366).** British Studies Program Office is located on the HCC Raymond Campus in Reeves Hall, Room 118.

RESOURCE AND COORDINATING UNIT FOR ECONOMIC DEVELOPMENT

Strong economic development requires that business and industry have access not only to a skilled work force but also to well educated and highly motivated workers. Hinds Community College established the Resource and Coordinating Unit for Economic Development office (RCU) to work with local business, industry, and government to expand the economic base through customized training, consulting, and development.

Divisions of the Resource and Coordinating Unit for Economic Development which enables us to accomplish our goals are: Computer Skills Labs; Business and Government Services; Industrial Services; Mobile Literacy Units; Adult Basic Education, Continuing Education Services; Tech-Prep Coordination; Faculty In-Service Training; and the Small Business Development Center and International Trade Center; and the recent addition of our One-Stop Career Center.

ADULT BASIC EDUCATION AND CONTINUING EDUCATION

Non-credit services are provided through this office of Hinds Community College. These services represent the outreach aspect of the institution.

The Adult Basic Education and Continuing Education Services provides course work in Adult Basic Education (ABE); General Education Development Test Preparation (GED); Adult Vocational Education (AVE); and Child Development Associates (CDA).

Adult Basic Education classes are provided for adults who lack basic literacy skills. Classes are offered at various locations throughout the District.

General Education Development Test Preparation classes are provided for persons who possess basic literacy skills but may not feel they are ready to attempt the GED test.

Adult Vocational Education classes are provided for those who desire to continue to upgrade their skills. Classes are scheduled at any Hinds Community College location. AVE classes may or may not follow the general college calendar.

BUSINESS AND GOVERNMENT SERVICES

The Business and Government Services Division of the RCU works with local business and government to expand the economic base through customized training, consulting and development.

Some of the training programs available to business and government include: Supervisory Management Skills in the areas of Communication, Stress and Time Management, Motivation, Managing Change, Team Building, Problem Solving, Delegating, Conflict Management; Marketing Skills in Tele-Marketing, Telephone Etiquette, Professional Development, Customer Service, Selling, Advertising, and Visual Merchandising Techniques; and specialized courses in Entrepreneurship, Financial Management, Career Counseling, Test Taking Skills, Zenger-Miller, Total Quality Management, and Presentation Skills.

COMMUNITY SERVICES

This aspect of the Continuing Education Office provides special services for the community. This service participates in joint venture activities with other state and private organizations and agencies; as well as sole, self initiated efforts. The special services include: seminars, workshops and conferences.

Child Development Associates course work is provided by Hinds Community College in conjunction with the Child Development Associate, Inc. (Washington, DC). Courses are designed to increase the knowledge and skills of teachers of Headstart agencies. Successful completion of this structured program qualifies the participants for certification by national standards.

COMPUTER SKILLS TRAINING

RCU offers short-term computer workshops with curriculums developed specifically to meet the needs of business and industry. RCU has two computer labs, two full-time instructors, and several part-time instructors who provide customized computer training for business and industry. RCU can also conduct on-site training. Some workshops taught through RCU are: MS DOS; Enable; Lotus 1-2-3-; WordPerfect; dBase III and IV; QuattroPro; and many others including advanced workshops.

CONTINUING EDUCATION ACTIVITIES (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained but semester hours of credit are not awarded. These classes may or may not follow the college calendar.

INDUSTRIAL SERVICES

A wide range of credit and non-credit college courses are available to business and industry through the Director of Industrial Services. These offerings may come from the Catalog or may be designed specifically for a given company. State funds are available to support many of these programs when they are for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at 857-3387.

MOBILE LITERACY UNITS

RCU has two 28-foot mobile labs used to conduct Basic Skills classes at on-site locations in the Jackson and Vicksburg areas. Computers are used to assist individuals in achieving their goal of upgrading skills and, in some cases, completion of the GED. Training consists of kindergarten through 12th grade. Students work at their own pace on a schedule compatible with their daily work schedule.

SMALL BUSINESS DEVELOPMENT CENTER AND INTERNATIONAL TRADE CENTER

The Small Business Development Center (SBDC) and International Trade Center (ITC) provide one-to-one confidential counseling and training assistance in all aspects of small business management and international trade.

SBDC services range from help with financial, marketing, production, organization, and technical problems to the development of feasibility studies. The ITC provides assistance on "how to" export and import.

Special programs exist for inventors with patentable products, procurement of matching assistance, business financing information, and small business incubators.

TECHNICAL PREPARATION EDUCATION PROGRAM

The Tech-Prep Project will include the development and operation of four-year articulated programs designed to provide two years of tech-prep education in secondary schools leading to an Associate Degree or a two-year certificate. This project will provide, in a strong systematic manner, the comprehensive link between secondary schools and post-secondary educational institutions.

RCU'S ONE-STOP CAREER CENTER

The mission of the RCU's One-Stop Career Center is to prepare students, individuals or displaced employees to go to work or change jobs. A four-program approach is taken to prepare individuals needing specific skills for today's job market demands. These include Assessment, Workforce Readiness, Cooperative Education and Job Placement Services.

ASSESSMENT

During assessment, individuals are tested for basic skills, aptitudes, interests, work values and learning styles. Assessment results lead to the identification of career objectives.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education and Placement. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) **UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.**

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. Also, a resume service is provided for a nominal fee. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

WORKFORCE READINESS

During training, individuals who lack job skills will have access to the latest instructional technology through workforce readiness instruction. This instruction will include: preparing a resume, reviewing interview techniques, conducting a job market campaign, enhancing self esteem, and developing appropriate job skills.

CAMPUS SERVICES AND SERVICE FACILITIES

COLLEGE OFFICE HOURS

Normal College office hours, except during holidays, are Monday through Friday from 8 A.M. to 12 noon and 1 PM - 4:30 PM. On Tuesdays, the following offices are also open from 4:30 PM - 7:00 PM: Counseling, Admissions, Financial Aid, Development/High School Relations, and Business Office. Most locations follow the above hours.

BOOKSTORES

The bookstores are located in the Student Union Building on the Utica, Rankin, and Raymond campuses. At the Jackson Campus-Academic/Technical Center, the bookstore is located off the lobby near the main entrance. Bookstores are open from 7:30 AM to 4:00 PM - Monday through Friday. At the beginning of each semester, the bookstores are open from 6:00 PM to 8:00 PM to accommodate students. The extended hours apply for the first two weeks of the fall and spring semesters and for the first night of class in the summer semesters.

New and used textbooks are sold in the bookstores. At the end of the semester, books are purchased from students at half the original price provided the text is being used again. If instructors have changed to a new text, the book will be purchased at the Wholesale Buying Guide price. Lab books cannot be brought back for resale. Students must present ID cards. Books will be checked against the student's schedule of classes when selling books to the bookstore.

BUSINESS OFFICE

During office hours (8:00 AM to 4:00 PM Monday through Friday), the Business Office will cash checks not to exceed $25.00 for residence hall students during the spring and fall semesters. Two-party checks or third-party checks will not be cashed.

CAFETERIA/DELI

When classes are in session, the cafeteria and the deli on the Raymond Campus and the cafeteria on the Utica Campus serve three meals each day. Saturday and Sunday schedules are abbreviated as there are fewer people on campus to be served. A student must present his/her meal ticket at each meal or pay cash for the meal. A meal ticket may be used only by the person whose name appears on it. There is a charge of $10.00 for the replacement of a lost or destroyed ID card and meal ticket.

HINEY-HO CAFE AND THE BULLDOG INN

The Hiney-Ho Cafe is located on the second floor of the Student Union Building on the Raymond Campus. On the Utica Campus, the grill is located on the first floor of the Student Union Building and is known as the "Bulldog Inn."

Rankin Campus food services is located in the Student Services Building.

These grills provide fast food service throughout the day and evening. Many commuting students have breakfast at the grills before going to class. See **Student Handbook** for hours of operation.

CONVENIENCE STORE

The Convenience Store serves colas, chips, Hiney-Ho sausage, popcorn, candy, etc., to the on-the-go college student. It is located on the second floor of the Student Union Building on the Raymond Campus.

EAGLE RIDGE GOLF COURSE AND RAYMOND LAKE

Hinds Community College operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, covering 35 acres, is available to students for fishing, picnics, or just daydreaming.

LAUNDRY

Neither the Utica Campus nor Raymond Campus operates a general laundry, but modern coin operated washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. Ironing facilities are also located in designated residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. Any items which are lost or found should be reported to this office. In branches and centers the administrative office provides lost and found services.

CAMPUS POLICE DEPARTMENT

The Campus Police Department provides security service at all locations. Although a primary responsibility is that of traffic control, the Campus Police Department stands ready to assist in an emergency, to offer the necessary service for the protection of personal and college property, and to enforce regulations and state laws. The Campus Police Headquarters is located in the Student Union on the Raymond Campus. On the Utica Campus, the Campus Police Headquarters is located in a building adjacent to the Student Union. Call the switchboard for Campus Police at other college locations.

MOTOR VEHICLES ON CAMPUS

Students and employees of Hinds Community College are required to register motor vehicles with the Police Department on all locations. Parking zones have been established along with other regulations. The **Student Handbook** outlines traffic and parking regulations. Copies of the **Student Handbook** may be secured from Deans or Coordinators at each location. Penalties are assessed for violation of regulations and persistent violators may be denied the privilege of operating their vehicles on campus. All motor vehicle registration decals expire August 15th of each year.

POST OFFICE

The Post Offices are located in the Student Union Building on the Raymond and Utica campuses. Students should secure a mailing address from the Postmaster. The post office hours are as follows:

	Fall/Spring Semester	Summer Semester
Monday- Friday	8:00 AM - Noon 1:00 PM - 4:00 PM	8:00 AM - 11:00 AM

RELIGIOUS ACTIVITIES

The college is a tax-supported institution and teaches no creed in its classrooms. However, several religious activitles are provided by religious clubs and organizations. See the **Student Handbook** for current listings and information.

STUDENT UNION

The Student Union Buildings on the Utica, Raymond, and Rankin campuses house a variety of services and facilities. In each case the Publications Office, meeting rooms, Post Office and a lounge area for receptions and other functions are included. A recreation room is located in the Student Union on the Utica Campus while similar facilities are located in other buildings on the Raymond Campus. The Campus Police Headquarters is located in the Student Union on the Raymond Campus. On the Utica Campus, the Campus Police Headquarters is located in a building adjacent to the Student Union.

SOCIAL LIFE

A variety of social functions are sponsored by student organizations at each of the Hinds Community College facilities. (See the **Student Handbook** for full details.) The resident campuses have the most diversified programs since students in residence are more available to participate. Activities are publicized through student newspapers as well as through campus bulletins and message boards.

HEALTH SERVICES

Health Services are available from local physicians in the area of each location where Hinds Community College holds classes. The college does not operate a student health service and is not responsible for any medical expenses students may incur. The college police, residence managers, housing directors, Dean of Students, directors (personnel available) will assist a student to gain medical emergency assistance. The student and his/her spouse or parents are responsible for payment of all medical and emergency services provided for the student.

The college may make available the opportunity for students to subscribe to an accident and a health insurance policy. It is the students and their parents' decision to purchase insurance. Claim forms can be picked up from the Dean of Students at Raymond and Utica, from the Dean's Office at Jackson Campus, Academic/Technical Center and Nursing/Allied Health Center; Rankin Campus and Vicksburg-Warren County Branch.

STUDENTS WITH DISABILITIES

Hinds Community College seeks to comply with the letter, intent and spirit of the law of Americans with Disabilities Act of 1990. We invite any faculty, staff or student who has a disability which requires special assistance to bring it to the attention of the college.

Facilities, services and activities of the college are made fully accessible to students with disabilities. A full-time counselor has been assigned to work with these students to determine their particular needs.

The following services are available to students with disabilities:

1. Wheelchair ramps, elevators, and restrooms are provided in instructional buildings and libraries. (At all locations)
2. Special parking areas are designated for handicapped students, employees, and visitors. (At all locations)
3. Wheelchair ramps, elevators, and rest rooms are provided in residence halls. (At Raymond and Utica Campuses)
4. Telecommunication devices (TDD), decoders for closed captioned TV viewing, flashing fire alarms and doorbells, and interpreters are provided for deaf and hard of hearing students. (At Raymond Campus)
5. Special assistance is given to the visually impaired by the provision of readers, part-time guides, various library visual aid interpreting equipment, including braille textbooks, tape textbooks, Visual Tech, and braille typewriters. (At Raymond Campus)
6. The Disability Support Services Department provides tutorial and other support services for a number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. (At Raymond and Utica Campuses)

ID CARD

An ID card is issued to each student as part of the registration process. No charge is made for the first card issued. The ID card must have a new validation sticker affixed to it each semester to be valid. The replacement cost for a lost ID card will be $5.00. There is an additional charge for a new meal ticket decal. Thus a new ID will cost $5.00 and a food decal $5.00 for a total replacement cost of $10.00. The ID card must be surrendered to any College official upon request. The ID card serves the student in many ways and must be in the student's possession at all times. The card is needed for the following purposes:

1. Admission to on-campus, College sponsored activities and to the Student Union Building. For proof that person is a current student.
2. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Junior College Conference at student rates.
3. Identification at Business Office, Campus Bookstore, Financial Aid Office, Campus Police Office, Campus Residence Hall, Library and Cafeteria.
4. Securing a copy of the College yearbook.

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Hinds Community College promotes and provides for students four student publications, a wide variety of activities and organizations. These groups include religious, social, service, academic and interest orientations to meet student needs.

Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership and social poise. The activities, organizations and publications are listed according to availability at a respective campus, branch or center. (See complete listings in the **Student Handbook**.)

INTERCOLLEGIATE ATHLETICS

Hinds Community College is a member of the Mississippi Junior College Athletic Association and National Junior College Athletic Association. Varsity athletics at the Raymond Campus include: Football, Baseball, Golf, Softball, Track and Soccer. Varsity Athletics at the Utica Campus include: Men and Women's Basketball, Baseball, Men and Women's Tennis. For more information please see the **Student Handbook**.

IV
Academic Programs and Course Descriptions

ACADEMIC PROGRAMS OF STUDY

Academic students are those who schedule course work to meet requirements for graduation from Hinds Community College with an Associate of Arts Degree (AA) and/or to transfer course work to a senior college in pursuit of a baccalaureate degree. An academic student may earn an Associate of Arts Degree in one of two ways:

1. Complete the General Program of Study as listed in this catalog.

OR

2. Complete the first two years of any baccalaureate program of study found in any four-year college or university catalog which has become effective since the student began his college studies.

Students who plan to enter Mississippi public universities should be aware of the transfer requirements that may apply in their particular cases. These requirements vary with age, ACT score, high school preparation, and high school GPA.

Generally, one-half of the hours required for a bachelor's degree may be transferred from a community college and applied to that degree at a four-year college or university. Hinds Community College maintains a close working relationship with all Mississippi senior colleges to insure that all academic courses which are intended to transfer will do so. Individual articulation agreements are maintained with selected colleges as well as a formal overall Articulation Agreement between the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges, outlining over 160 articulated programs of study.

Because of the wide variety of program requirements among the senior colleges to which Hinds academic students transfer, this catalog does not contain specific academic programs. Instead, listed below are some of the program areas that a student may pursue at Hinds.

- Accountancy
- Accounting
- Agriculture
  - Agribusiness
  - Agricultural Economics
  - Agricultural Education and Experimental Statistics
  - Agricultural Engineering Technology and Business
  - Agricultural Pest Management
  - Agronomy
  - Animal and Dairy Service
  - Food Science Technology
  - General Agriculture
  - Horticulture
  - Landscape Architecture
  - Poultry Science
- American Studies
- Anthropology
- Architecture*
- Art
- Biochemistry
- Biology
- Biomedical Sciences
- Broadcast Journalism
- Business Administration
  - Advertising
  - Economics
  - Finance
  - General Business
  - Management
  - Marketing
- Business Education
- Business Information Systems and Quantative Analysis
- Chemistry
- Clothing and Textiles
- Coaching and Sports Administration
- Commercial Aviation
- Communications
- Community and Regional Planning
- Computer Science
- Court Reporting
- Criminal Justice
- Dietetics
- Distributive Education
- Economics
- Education of the Deaf
- Educational Psychology
- Education
  - Elementary
  - Secondary
  - Special
- Engineering
  - Aerospace
  - Biological
  - Chemical
  - Civil
  - Computer
  - Electrical
  - Geological
  - Industrial
  - Mechanical
  - Nuclear
  - Petroleum
- Engineering Technology
  - Agricultural and Business
  - Architectural
  - Computer
  - Construction
  - Electronics
  - Industrial
  - Mechanical
- English
- Environmental Health
- Environmental Science
- Exercise Science
- Family and Human Development
- Family Life Studies
- Fashion Merchandising
- Foods and Nutrition
- Food Science Technology

Foreign Languages
Forensic Science
Forestry
Geography
Geology*
Health, P.E. and Recreation
History
Home Economics
Hotel and Restaurant Administration
Human Development and Family Studies
Industrial Arts Education
Industrial Technology
Institutional Management
Interior Design
International Studies
Journalism
Law Enforcement
Liberal Arts
Library Science
Linguistics
Mass Communications
Mathematics
Medical Records Administration (Health Information Management Technology)
Medical Technology (Clinical Lab Sciences)
Meteorology
Microbiology
Music (Brass, Guitar, Organ, Percussion, Piano, Woodwinds, Strings, Voice)
Nursing (Transfer)
Nutrition and Dietetics
Office Administration
Paralegal Studies
Philosophy
Physics and Astronomy
Political Science
Polymer Science
Psychology
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Science
Public Administration
Radio, T.V., and Film
Reading
Recreation
Religious Studies
Social Science
Sociology
Social and Rehabilitative Services
Social Work
Southern Studies
Speech
Speech Communication
Speech Pathology/Audiology
Theatre
Transportation
Urban Studies
Wildlife and Fisheries
Zoology

*First Year Only

GENERAL PROGRAM OF STUDY

English *	12 SH
College Algebra (MAT 1313) or higher	3 SH
Laboratory Science * *	6 SH
History	6 SH
Fine Arts * * *	3 SH
Physical Education, Military Science or Marching Band	2 SH
Electives * * * *	32 SH
	64 SH

* English Composition I and II or honors equivalent (ENG 1113, 1123 or 1213, 1223) AND six semester hours of literature. ENG 1103 or 1203 will not satisfy this requirement.

* * Any AGR, BIO, CHE, GLY, or PHY courses which include the equivalent of a minimum of two semester hours (four contact hours) of laboratory experience. Some four-year colleges and universities require eight (8) semester hours..

* * * As approved by academic program advisor or counselor. Acceptable courses include those in ART, MUA, MUS, and SPT (SPT 1213 or higher numbered theatre courses). Some four-year colleges or universities will not accept applied courses in art and music as meeting the fine arts requirement.

* * * * Notes:

(1) Electives may be chosen from any of the following academic areas:

(ACC) Accounting
(AGR) Agriculture
(ART) Art
(BIO) Biology
(BAD) Business Administration
(CHE) Chemistry
(COM) Communication
(CSC) Computer Science
(COE) Cooperative Education
(CRJ) Criminal Justice
(ECO) Economics
(EDU) Education
(HPR) Health, P.E. and Recreation
(HIS) History
(HEC) Home Economics
(IED) Industrial Education
(JOU) Journalism
(MAT) Mathematics
(MSC) Military Science
(MFL) Modern Language
(MUA,MUO,MUS) Music
(PHI) Philosophy and Bible
(PHY) Physics
(PSC) Political Science

(EGR) Engineering
(ENG) English
(GEO) Geography
(GLY) Geology
(GRA) Graphics
(PSY, EPY) Psychology
(REA) Reading
(SOC) Sociology
(SPT) Speech and Theatre

(2) Technical courses may be used as electives if approved by the academic program adviser or counselor.

CRIMINAL JUSTICE

The Criminal Justice program of study leads to the AAS degree and prepares the student to fill a position in a municipal, state, or federal law enforcement agency. An alternate sophomore year prepares the student to work in various areas of industrial security.

FRESHMAN

ENG	1113, 1123	English Composition I and II....6
		PE, Military Sci or March Band....2
PSC	1113	American National Government....3
PSC	1123	American State and Local Government....3
SOC	2113	Introduction to Sociology....3
SOC	2133	Social Problems....3
CRJ	1313	Introduction to Criminal Justice....3
CRJ	2323	Criminal Law....3
CRJ	2333	Criminal Investigation....3
CRJ	2413	Law of Evidence....3
		32

SOPHOMORE
Officer Training

PSY	1513, 1523	General Psychology I and II....6
SPT	1113	Oral Communications....3
*		Math or Science....3

12 semester hours chosen from the following courses:

CRJ	1323	Police Administration and Organization....3
CRJ	1363	Corrections....3
CRJ	1383	Criminology....3
CRJ	2313	Police Operations....3
CRJ	2393	Criminalistics....3
CRJ	2513	Law Enforcement and the Juvenile....3
HPR	2213	First Aid....3
* *		Electives....6
		33

SOPHOMORE
Industrial Security

PSY	1513, 1523	General Psychology I and II....6
SPT	1113	Oral Communications....3
*		Math or Science....3
BAD	2413	Legal Environment of Business....3
CSC	1113	Introduction to Computer Concepts....3
HPR	2213	First Aid....3
CRJ	1613	Loss Prevention....3
CRJ	2623	Assets Protection....3
CRJ	1623	Hospital Security....3
CRJ	2613	Computer Security....3
		33

* MAT 1313 (or higher) Laboratory Science
* * Selected with approval of program adviser

NURSING SCIENCE
ASSOCIATE DEGREE PROGRAM IN NURSING

Program Description: Associate Degree Nursing is a two-year program leading to the Associated Applied Science (AAS) degree. The graduate is prepared to perform nursing functions using principles from physical, biological, and social sciences. Associate degree nurses are generalists who give direct care to patients with commonly recurring health problems in a variety of settings. The graduate is prepared to function as a provider of care, a manager of care, and a member within the discipline of nursing as defined by the National League for Nursing. The graduate is prepared to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Licensure of registered nurses is regulated by the Mississippi Board of Nursing. Conviction of a misdemeanor or felony offense may be grounds for refusal by the board to issue a license. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning and the National League for Nursing.

NOTE: For selection to the Associate Degree Program In Nursing see the criteria section of this catalog.

SUMMER

BIO	2513	Human Anatomy and Physiology I	3
BIO	2511	Human Anatomy and Physiology Lab I	1
BIO	2523	Human Anatomy and Physiology II	3
BIO	2521	Human Anatomy and Physiology Lab II	1
			8

Freshman
First Semester

NUR	1118	Nursing Science I (Prerequisite MAT 1203 or Math Placement Level 3, BIO 2514 and 2524)	8
NUR	1211	Nursing Drugs and Calculations	1
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			15

Second Semester

NUR	1129	Nursing Science II Prerequisite NUR 1118 and NUR 1211)	9
PSY	1523	General Psychology II	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communications	3
			18

Sophomore
First Semester

NUR	2112	Nursing Science III (Prerequisite NUR 1129)	12
BIO	2923	Microbiology	3
BIO	2921	Microbiology Lab	1
			16

Second Semester

NUR	2122	Nursing Science IV (Prerequisite NUR 2112)	12
SOC	2113	Introduction to Sociology	3
			15

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1113 **Secretarial Accounting** **3 SH**
Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1113 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. (3 hr lecture)

ACC 1213 **Principles of Accounting I** **3 SH**
Financial accounting concepts and procedures used by sole proprietorships. (3 hr lecture)

ACC 1223 **Principles of Accounting II** **3 SH**
Financial accounting concepts and procedures for partnerships, corporations, financial analysis, and managerial accounting. (3 hr lecture)

AGRICULTURE

AGR 1111 **Survey of Agriculture** **1 SH**
A study of the overall function, organization and operation of the agricultural industry in the United States and the world.

AGR 1214 **Animal Science** **4 SH**
Origin, history, characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

AGR 1313 **Plant Science** **3 SH**
Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 **Farm Machinery** **3 SH**
Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1521 **Forest Resources Survey** **1 SH**
A survey of the professional resource manager's role and career opportunities in providing forest-based goods and services.

AGR 1812 **Western Equitation** **2 SH**
Principles of horsemanship, management, and training of western pleasure horses. (2 hr lecture)

AGR 2213 **Forest Measurements** **3 SH**
(Prerequisite: MAT 1313) Principles of measurement of standing and felled trees. Inventory and sampling theory for forested lands.

AGR 2223 **Feeds and Feeding** **3 SH**
Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2253 **Livestock Judging** **3 SH**
Scoring of individual and judging of represented groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 **Basic Soils** **4 SH**
Study of the foundation of soils, analysis of soils, correction of soil problems, the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2333 **Soil Management and Conservation** **3 SH**
A study of soil management and conservation in relation to the needs of Mississippi agriculture. (3 hr lecture)

AGR 2713 **Principles of Agriculture Economics** **3 SH**
General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture)

ART

ART 1113 **Art Appreciation** **3 SH**
(Understanding the Visual Arts)
A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)

ART 1213 **Introductory Art** **3 SH**
(Art Survey)
A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hrs directed lab)

ART 1242 **Inventive Crafts** **2 SH**
A survey of art-craft ideas and production methods. Emphasis on creative invention. (1 hr lecture, 2 hr studio)

ART 1313 **Drawing I** **3 SH**
Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using crayon, ink, pencil and charcoal. (6 hr lecture studio)

ART 1323 **Drawing II** **3 SH**
(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of selected matter and use of wet media. (6 hr lecture studio)

ART 1413 **Design I** **3 SH**
Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)

ART 1423 **Design II** **3 SH**
(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)

ART 1811 **Exhibition Class I** **1 SH**
(Prerequisite: Permission of the instructor) An introduction to gallery management. Experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions.

ART 1821 **Exhibition Class II** **1 SH**
(Prerequisite: Exhibition Class I and permission of the instructor.) A continuation in the study of gallery management. Further experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions.

ART 1913 **Art for Elementary Teachers** **3 SH**
Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media.

ART 2333 **Printmaking I** **3 SH**
(Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr studio)

ART 2353 **Figure Drawing I** **3 SH**
(Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)

ART 2363 **Figure Drawing II** **3 SH**
(Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

ART 2513 **Painting I** **3 SH**
(Prerequisite: ART 1323 and 1423) Introduction to painting principles and techniques. (6 hr lecture studio)

ART 2522 **Painting II** **2 SH**
(Prerequisite: ART 2513) Advanced problems in different media. (1 hr lecture/2 hrs studio)

ART 2533 **Watercolor (Painting III)** **3 SH**
Prerequisite: ART 1323 and 1413) Introduction to watercolor painting. Emphasis on preparation of materials, selection of subject matter, and development of individual techniques. (6 hr lecture studio)

ART 2613 **Ceramics I** **3 SH**
Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio)

ART 2623 **Ceramics II** **3 SH**
(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio)

ART 2633 **Basic Sculpture Techniques I** **3 SH**
Emphasis on modeling clay with introductions to carving and assemblage techniques.

ART 2713 **Art History I** **3 SH**
Survey course. Prehistoric to Renaissance. Open to all students. (3 hr lecture)

ART 2723 **Art History II** **3 SH**
Renaissance to Twentieth Century. Open to all students. (3 hr lecture)

ART 2913 **Special Studio** **3 SH**
(Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty) Independent study in an area of special interest. Course designed for the exceptional student. (6 hr studio)

BIOLOGY

NOTE: Each biology lecture class must be accompanied by a corresponding laboratory class unless the student has previously earned credit in the laboratory, either at Hinds or elsewhere. Any student withdrawing from either lecture or laboratory must withdraw from both at the same time except during the last week of the drop period.

BIO 1131 **General Biology Laboratory I** **1 SH**
(Co-requisite BIO 1132) Hands-on investigations of biological chemistry, cellular structure and metabolism, and animal organ-systems. (2 hr lab)

BIO 1132 **General Biology I** **2 SH**
(Co-requisite BIO 1131) Basic principles of biological science dealing specifically with cell chemistry, structure and metabolism, and a survey of animal organ systems. (2 hr lecture)

BIO 1141 **General Biology Laboratory II** **1 SH**
(Co-requisite BIO 1142) Hands-on investigations of Mendelian genetics, representatives of the five kingdoms, and ecology. (2 hr lab)

BIO 1142 **General Biology II** **2 SH**
(Co-requisite BIO 1141) Basic principles of genetics, survey of structure and diversity of the five kingdoms, and ecology. (2 hr lecture)

BIO 1311 **Botany Laboratory I** **1 SH**
(Co-requisite BIO 1313) Laboratory to accompany Botany I. Topics include the microscope, cell mitosis, plant anatomy and physiology. (2 hr lab)

BIO 1313 **Botany I** **3 SH**
An introduction to the biology of plants. Topics include the properties and phenomena exhibited by plant life: plant physiology, anatomy and morphology, and development. (3 hr lecture)

BIO 1321 **Botany Laboratory II** **1 SH**
(Co-requisite BIO 1323) Laboratory to accompany Botany II. Topics include representative algae, fungi, bryophytes, and vascular plants. (2 hr lab)

BIO 1323 **Botany II** **3 SH**
(Co-requisite BIO 1321) A survey of algae, fungi, bryophytes, and vascular plants including plant genetics and life cycles. (3 hr lecture)

BIO 2311 **Dendrology Laboratory** **1 SH**
(Co-requisite BIO 2313) Laboratory and field identification of woody plants with emphasis on Mississippi trees. (3 hr lab)

BIO 2312 **Dendrology** **2 SH**
(Prerequisite: BIO 1313) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture)

BIO 2411 **Zoology Laboratory I** **1 SH**
(Pre-requisite or Co-requisite BIO 2413) Laboratory to accompany BIO 2413, emphasizing laboratory applications of lecture concepts: cell structure, division, and physiology; survey and dissection of invertebrates. (2 hr lab)

BIO 2413 **Zoology I** **3 SH**
(Co-requisite BIO 2411) An introductory biology course for science-related majors emphasizing concepts of cell structure and physiology followed by a phylogenetic approach to invertebrates. (3 hr lecture)

BIO 2421 **Zoology Laboratory II** **1 SH**
(Co-requisite: BIO 2423) Laboratory to accompany BIO 2423, emphasizing laboratory applications of lecture concepts: reproduction, heredity, vertebrate survey and dissection of vertebrates, comparative study of systems, and ecology. (2 hr lab)

BIO 2423 **Zoology II** **3 SH**
(Prerequisite: BIO 2413, Co-requisite BIO 2421) Zoology II is a continuation of Zoology I with emphasis on reproduction, genetics, vertebrate classes and systems, animal behavior, and ecology. (3 hr lecture)

BIO 2511 **Human Anatomy and Physiology Lab I** **1 SH**
(Pre-requisite or Co-requisite BIO 2513) Laboratory study of cell anatomy and physiology; anatomical studies of tissues, integumentary system, skeletal system, muscular system and nervous system. (2 hr lab)

BIO 2513 **Human Anatomy and Physiology I** **3 SH**
(Prerequisite: High school biology recommended, Co-requisite BIO 2511) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture)

BIO 2521 **Human Anatomy and Physiology Lab II** **3 SH**
(Pre-requisite or Co-requisite BIO 2523) Laboratory study of the Anatomy and Physiology of sense organs, and the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. (2 hr lab)

BIO 2523 **Human Anatomy and Physiology II** **3 SH**
(Prerequisite: BIO 2513, Co-requisite BIO 2521) Sense organs, endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems with special emphasis on fluid and electrolyte balance. (3 hr lecture)

BIO 2921 **Microbiology Laboratory** **3 SH**
(Co-requisite BIO 2923) Aseptic techniques of handling, growth and disposal of microbes. Standard laboratory procedures including staining techniques, isolation, counting and identification of microbes. (2 hr lab)

BIO 2923 **Microbiology** **3 SH**
(Prerequisite: BIO 1132) General basic principles of microbiology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, rickettsiae, bacteria, and other microscopic parasites. (3 hr lecture)

BUSINESS ADMINISTRATION

BAD 1113 **Introduction to Business** **3 SH**
This course includes an introduction to the major division of study that will be followed in succeeding business courses such as business organization, accounting, business law, and other related courses. This is an orientation course for selection of a specific major in the area of business. (3 hr lecture)

BAD 1313 **Business Mathematics** **3 SH**
Emphasis is placed on the study of the fundamental process, fractions, decimals, percentage, and problem-solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. (3 hr lecture)

BAD 2323 **Business Statistics** **3 SH**
(Prerequisite: MAT 1313) Introduction to descriptive and inferential statistics. Methods of describing and summarizing numerical data, probability, index numbers, time series, sampling distributions and hypothesis testing.

BAD 2413 **Legal Environment of Business I** **3 SH**
An introduction to the legal environment of the United States, emphasizing the U.S. court and legal systems, the Constitution as it relates to business, and the common law subjects of torts and contracts. (3 hr lecture)

BAD 2533 **Microcomputer Applications** **3 SH**
(Prerequisite: ACC 1213 or Co-requisite ACC 1213) An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base management word processing, computerized accounting, data entry and retrieval, records management, and electronic communication. (3 hr lecture)

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. If the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived.

CHE 1211 **General Chemistry Laboratory I** **1 SH**
(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Separation techniques, physical and chemical properties, types of reactions, stoichiometry, synthesis, thermochemistry, and gas laws. (3 hr lab)

CHE 1213 **General Chemistry I** **3 SH**
(Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent; one unit of high school chemistry or credit in CHE 1313; Co-requisite: CHE 1211) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to problem solving by dimensional analysis, atomic structure, stoichiometry, chemical equations, bonding, thermochemistry, and the physical properties of gases. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 **General Chemistry Laboratory II** **1 SH**
(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture: spectrophotometry, equilibrium, quantitative analysis using acid-base and Redox titrations, solubility product, and kinetics. (3 hr lab)

CHE 1223 **General Chemistry II** **3 SH**
(Prerequisite: CHE 1213, Co-requisite: CHE 1221) Topics include solution chemistry, solid and liquid states, acid-base chemistry, redox reactions, equilibrium, thermodynamics, kinetics, and electrochemistry. (3 hr lecture)

CHE 1311 **Principles of Chemistry Laboratory I** **1 SH**
(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 **Principles of Chemistry I** **3 SH**
(Prerequisite: MAT 1203 or its equivalent. Co-requisite: CHE 1311) An introduction course in inorganic chemistry. Serves as a prerequisite course for CHE 1213, 1413, and 1323. Primarily for nursing, allied health, forestry, and wildlife management majors. Also serves as a lab science elective for liberal arts majors. (3 hr lecture)

CHE 1321 **Principles of Chemistry Laboratory II** **1 SH**
(Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture (3 hr lab)

CHE 1323 **Principles of Chemistry II** **3 SH**
(Prerequisite: CHE 1313, Co-requisite: CHE 1321) Study of chemical concepts relating to the environment, agricultural science, consumer materials, and a brief introduction to the general properties of organic compounds. Primarily for students majoring in agriculture, home economics, forestry, soil science and for students fulfilling their general science education requirements. (3 hr lecture)

CHE 1411 **Introductory Organic and Biochemistry Laboratory** **1 SH**
(Co-requisite: CHE 1413) Selected laboratory procedures to illustrate the principles taught in lecture. Emphasis is placed on separation techniques and properties of functional groups. (3 hr lab)

CHE 1413 **Introductory Organic and Biochemistry** **3 SH**
(Prerequisite: CHE 1313 or CHE 1213, Co-requisite: CHE 1411) An introductory course in organic and biochemistry emphasizing the classification, structural features, nomenclature, sources, reactions, and uses of organic and biological compounds. Primarily for students majoring in nursing, physical therapy, respiratory therapy, dental hygiene, and occupational therapy. (3 hr lecture)

CHE 2421 **Organic Chemistry Laboratory I** **1 SH**
(Co-requisite: CHE 2423) Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (3 hr lab)

CHE 2422 **Organic Chemistry Laboratory I** **2 SH**
(Co-requisite: CHE 2423) This laboratory course illustrates the principles taught in lecture. Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (6 hr lab)

CHE 2423 **Organic Chemistry I** **3 SH**
(Prerequisite: CHE 1221-1223. Co-requisite: CHE 2421 or CHE 2422) A systematic study of aliphatic compounds: nomenclature, reaction mechanisms, syntheses, and spectroscopic analysis. (3 hr lecture)

CHE 2431 **Organic Chemistry Laboratory II** **1 SH**
(Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture course. (3 hr lab)

CHE 2432 **Organic Chemistry Laboratory II** **2 SH**
(Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture courses. Special emphasis is placed on qualitative analysis. (6 hr lab)

CHE 2433 **Organic Chemistry II** **3 SH**
(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) This course includes nomenclature, syntheses, mechanisms, and reactions of aromatic compounds, alcohols, ethers, amines, and carbonyl compounds. (3 hr lecture)

CHE 2623 **Introduction to Clinical Pharmacology** **3 SH**
(Prerequisite: BIO 2514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in introduction to clinical medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)

COMMUNICATIONS

COM 2483 **Mass Communications** **3 SH**
A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the roll of mass media in his life and society. (3 hr lecture)

COMPUTER SCIENCE

CSC 1113 **Introduction to Computer Concepts** **3 SH**
A survey course which introduces concepts, terminonogy, and theory of operation of modern computers. Includes operating systems, application programs, and computer languagesss. Concepts are demonstrated and supplemented by hands-on microcomputer use by the student. (3 hr lecture)

CSC 1123 **Microcomputer Applications** **3 SH**
This course is designed to teach an introduction to computer concepts that includes operating systems, wordprocessing, electronic spreadsheet, database management and graphics applications.(2 hr lecture, 2 hr lab)

CSC 1213 **Computer Programming Language - BASIC** **3 SH**
Fundamentals of BASIC programming. Program statements, algorithms, and routines common to a wide variety of BASIC language variations. (3 hr lecture)

CSC 1313 **Computer Programming Language - FORTRAN** **3 SH**
(Prerequisite; MAT 1313, Co-requisite MAT 1323 or permission of the instructor) An introductory programming course designed primarily for mathematics, engineering, and science majors. It may also be used as an elective or required programming course for computer science majors. Emphasis is on the syntax and structure of the FORTRAN language and its application to problems in mathematics, engineering, and the sciences. (3 hr lecture)

CSC 1613 **Computer Programming Language - PASCAL I** **3 SH**
(Prerequisite: MAT 1313, CSC 1113 or CSC 1213) Problem solving methods, algorithm development, program design, debugging, documentation, looping, scope rules, simple data structures, and applications in the PASCAL language. (3 hr lecture)

CSC 2133 **Advanced Computer Programming Language - "C"** **3 SH**
(Prerequisite: Previous programming experience) An introduction to the C Programming language. Includes input/output statements, arithmetic statements, conditional statements, looping, functions and array processing. (3 hr lecture)

CSC 2413 **Computer Programming Language - COBOL** **3 SH**
Input/output processsing, arithmetic statements, report generating, looping, conditional statements, control break, and table processsing. (3 hr lecture)

CSC 2543 **Advanced Computer Programming** **3 SH**
An introduction to computer architecture, hardware, software, and programming in an assembly language.

CSC 2623 **Computer Programming - PASCAL II** **3 SH**
(Prerequisite: CSC 1613) Continued program development; algorithm analysis, string processing, internal search/sort methods, simple data structures, dynamic data structures and their applications, debugging and testing of large programs. (3 hr lecture)

CSC 2813 **Computer Programming - RPG** **3 SH**
A course designed to introduce students to RPG programming, including program efficiency, validity, checking of data, table handling, and its application to a variety of problems. (3 hr lecture)

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week.

30 hours or more	3 SH
20-29 hours	2 SH
15-19 hours	1 SH

To be offered on a TBA basis

COE 1011-1013 **Cooperative Education Work Experience I** **1-3 SH**
First supervised work experience is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and Placement and department chairperson.

COE 1021-1023 **Cooperative Education Work Experience II** **1-3 SH**
(Prerequisite: COE 1011-1013) Second supervised work experience

COE 1031-1033 **Cooperative Education Work Experience III** **1-3 SH**
(Prerequisite: COE 1021-1023) Third supervised work experience

COE 1041-1043 **Cooperative Education Work Experience IV** **1-3 SH**
(Prerequisite: COE 1031-1033) Fourth supervised work experience

COE 1050, 1060, 1070, 1080 **Cooperative Education Work Experience V - VII** **0 SH**
(Prerequisite: COE 1041-1043)

CRIMINAL JUSTICE

CRJ 1313 **Introduction to Criminal Justice** **3 SH**
History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

CRJ 1323 **Police Administration and Organization** **3 SH**
Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

CRJ 1363 **Introduction to Correction** **3 SH**
A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)

CRJ 1383 **Criminology** **3 SH**
Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

CRJ 2243 **Riot Control** **3 SH**
Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

CRJ 2313 **Police Operations** **3 SH**
Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

CRJ 2323 **Criminal Law** **3 SH**
Local, state, and federal laws; their development, application, and enforcement (3 hr lecture)

CRJ 2333 **Criminal Investigation** **3 SH**
Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)

CRJ 2393 **Criminalistics** **3 SH**
Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)

CRJ 2413 **Administration of Criminal Justice I** **3 SH**
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)

CRJ 2513 **Law Enforcement and the Juvenile** **3 SH**

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)

CRJ 2941 **Motor Vehicle Theft Seminar** **1 SH**

State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

CRJ 2971 **Accident Investigation Seminar** **1 SH**

State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

CRJ 2991 **Police Management and Leadership Seminar** **1 SH**

Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

ECONOMICS

ECO 1133 **Consumer Economics** **3 SH**

Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in the Business Technology program. (3 hr lecture)

ECO 2113 **Macroeconomics** **3 SH**

An introduction to economic principles, policies and problems with emphasis on the level of national income, employment, prices, and economic growth. (3 hr lecture)

ECO 2123 **Microeconomics** **3 SH**

An introduction to the laws of production and costs, to a study of output and factor price determination under various market structures, and to an analysis of international trade. (3 hr lecture)

EDUCATION

EDU 1103 **Essential College Skills I** **3 SH**

This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)

EDU 1203 **Essential College Skills II** **3 SH**

A continuation of EDU 1103. (3 hr lecture)

EDU 1211 **Self Affirmation** **1 SH**

Processes, activities, information to assist people to become more aware of their strengths and to improve their self concepts. (2 hr lecture)

EDU 1222 **Human Development** **2 SH**

Topics include a variety of subjects designed to bring out the natural skills of the individual.

EDU 1311 **Orientation** **1 SH**

This course is designed to help freshman adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life.

EDU 1321 **Career Exploration** **1 SH**

To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

EDU 1413 **Improvement of Study** **3 SH**

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

EDU 1613 **Foundations in Education** **3 SH**
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Field experience required. Opportunities provided for observation in the classroom. (3 hr lecture)

EDU 1811 **Leadership and Organization Skills I** **1 SH**
(Prerequisite: Student government senator or permission of instructor) A study of leadership styles and skills, roles and functions of officers of student organizations, parliamentary procedure, communication, conducting effective meetings, and working successfully with volunteers.

EDU 1813 **Leadership Development** **3 SH**
Provides a basic understanding of leadership and group dynamics theory and assists students in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. (3 hr lecture)

EDU 1821 **Leadership and Organization Skills II** **1 SH**
(Prerequisite: EDU 1811) Continued study of EDU 1811; ice breakers; traits of members and joiner; non-verbal communication; role functions in groups; time management; stress management; role of constitution; Meyers Briggs type indicator; planning and goal setting; passing the gavel.

EDU 1831 **Leadership and Organization Skills III** **1 SH**
(Prerequisite: EDU 1811, 1821) Continued study of EDU 1811, EDU 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; nominal group technique, consensus, force field analysis, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; assist teacher with exercises; serves as officer/chairman of student government committee.

EDU 2613 **Introduction to Secondary Education** **3 SH**
Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools.

ENGINEERING

EGR 2413 **Engineering Mechanics** **3 SH**
(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

ENGLISH

ENG 1103 **Basic Studies in English** **3 SH**
(Prerequisite: English Placement Level 1) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills writing sentences and paragraphs with a review of mechanics, sentence patterns, and correct usage. Institutional credit only.

ENG 1113 **English Composition I** **3 SH**
(Prerequisite: English Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 **English Composition II** **3 SH**
(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 **Fundamentals of Composition** **3 SH**
(Prerequisite: English Placement Level 2) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only.

ENG 1213 **Honors Composition I** **3 SH**
(Prerequisite: English Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 **Honors Composition II** **3 SH**
(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 **American Literature I** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 **American Literature II** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 **English Literature I** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) English Literature I surveys the Anglo-Saxon, Medieval, renaissance and Seventeenth Century Periods and aquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings. (3 hr lecture)

ENG 2333 **English Literature II** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) English literature II surveys the Neoclassical, Romantic, Victorian and Modern periods and aquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings.

ENG 2353 **Honors English Literature I** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning through the seventeenth century. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 **Honors English Literature II** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have a least a B average in Freshman Composition. A study of English literature from the eighteenth century until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 **World Literature I** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages, and the Renaissance. Activities are cross- cultural and cross curricular. (3 hr lecture)

ENG 2433 **World Literature II** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world from the Enlightenment to the present, including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross curricular. (3 hr lecture)

ENG 2453 **Honors World Literature I** **3 SH**
(Prerequisite: English 1123 or 1223 or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2423. Designed and individualized for students according to their major interests and skills. Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages and the Renaissance. Activities are cross-cultural and cross-curricular.

ENG 2463 **Honors World Literature II** **3 SH**
(Prerequisite: English 1123 or 1223, or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2433. Designed and individualized for students according to their major interests and skills. Representative writers of the world from the Enlightenment to the present including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross-curricular.

ENG 2913 **Occupational Writing** **3 SH**
(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 **Professional Writing** **3 SH**
(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

GEOGRAPHY

GEO 1123 **Introduction to Geography** **3 SH**
With a national basis, a broad survey of cultural, political, economic, and physical geography; social and environmental problem areas of the world; place-name studies; films, readings, and discussions; quizzes and written reports. (3 hr lecture)

GEOLOGY

GLY 1111 **Physical Geology Laboratory** **1 SH**
Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 **Physical Geology** **3 SH**
Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 **Historical Geology Laboratory** **1 SH**
(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required of geology majors. (2 hr lab)

GLY 1123 **Historical Geology** **3 SH**
Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

GRA 1113 **Mechanical Drawing I** **3 SH**
The use of instruments, geometric construction, orthographic projections, sectional views and lettering.**

GRA 1123 **Mechanical Drawing II** **3 SH**
(Prerequisite: GRA 1113) Auxiliary views, dimensioning isometric projections, oblique drawings, and fasteners.**

GRA 1143 **Graphic Communications** **3 SH**
Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. Introduction to CAD.*

GRA 1153 **Visualization and Graphic Design** **3 SH**
(Prerequisite: GRA 1143 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. Further study and use of CAD systems.*

* For Engineering Students
* * For Industrial Arts Students

HEALTH, PHYSICAL EDUCATION, RECREATION

HPR 1111 **General P.E. Activities I** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1121 **General P.E. Activities II** **1 SH**
This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1213 **Personal and Community Health I** **3 SH**
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of.home, school, and health agencies.(3 hr lecture)

HPR 1223 **Personal and Community Health II** **3 SH**
A continuation of HPR 1213. (3 hr lecture)

HPR 1231 **Aspects of Drug Use I** **1 SH**
A survey course dealing with the historical background of drugs. Analysis of the various categories of drugs.

HPR 1241 **Aspects of Drug Use II** **1 SH**
(Prerequisite: HPR 1231) A continuation of HPR 1231.

HPR 1313 **Introduction to Health, Physical Education and Recreation** **3 SH**
Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1531 **Individual and Dual Sports I** **1 SH**
Lecture and practice in tennis.

HPR 1541 **Individual and Dual Sports II** **1 SH**
Lecture and practice in tennis.

HPR 1551 **Law Enforcement Fitness I** **1 SH**
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

HPR 1561 **Law Enforcement Fitness II** **1 SH**
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester.

HPR 1571 **Dance I** **1 SH**
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1581 **Dance II** **1 SH**
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2111 **General P.E. Activities III** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2121 **General P.E. Activities IV** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2213 **First Aid** **3 SH**
Instruction and practice in methods prescribed in the American Red Cross standard First Aid. (3 hr lecture)

HPR 2221 **Water Safety and Lifesaving** **1 SH**
(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)

HPR 2323 **Recreation Leadership** **3 SH**
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 **Football Theory** **3 SH**
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 **Basketball Theory** **3 SH**
(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 **Athletic Training and Treatment of Injuries** **3 SH**
Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)

HPR 2483 **Track Theory** **3 SH**
Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)

HPR 2531 **Individual and Dual Sports** **1 SH**
Lecture and practice in tennis.

HPR 2541 **Individual and Dual Sports** **1 SH**
Lecture and practice in tennis.

HPR 2571 **Dance III** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2581 **Dance IV** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HISTORY

HIS 1113 **Western Civilization I** **3 SH**
A general survey of European history from ancient times to 1660. (3 hr lecture)

HIS 1123 **Western Civilization II** **3 SH**
A general survey of European history from 1660 to present. (3 hr lecture)

HIS 1143 **Honors Western Civilization I** **3 SH**
Substitutes for HIS 1113. A general survey of European history from ancient times to 1660. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 1153 **Honors Western Civilization II** **3 SH**
Substitutes for HIS 1123. A general survey of European history from 1660 to the present. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 2213 **American (US) History I** **3 SH**
A general survey of U.S. history from discovery and exploration through reconstruction (1877). (3 hr lecture)

HIS 2223 **American (US) History II** **3 SH**
A general survey of U.S. history from 1877 to the present. (3 hr lecture)

HIS 2243 **Honors American (US) History I** **3 SH**
Substitutes from HIS 2213. A general survey of U.S. history from discovery and exploration through reconstruction (1877). Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2253 **Honors American (US) History II** **3 SH**
Substitutes for HIS 2223. A general survey of U.S. history from 1877 to the present. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HOME ECONOMICS

HEC 1112 **Social Usage** **2 SH**
The essentials of good manners and accepted standards of social usage. (2 hr lecture)

HEC 1213 **Food Selection and Preparation** **3 SH**
Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning. Preparation and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1241 **Survey Course in Nutrition (Non-Majors)** **1 SH**
The study of nutrition concepts relating to health and human wellness. (1 hour lecture)

HEC 1253 **Nutrition** **3 SH**
Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)

HEC 1263 **Maternal, Infant, and Child Nutrition** **3 SH**
A study of nutritional requirements during reproduction and growth, problems in nourishing women during the reproductive period, infants, and children through adolescent. The student identifies nursing care specific to indices in growth due to either poor eating habits or nutritional deficiencies. (3 hr lecture)

HEC 2213 **Meal Management** **3 SH**

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

HEC 2813 **Marriage and Family Living** **3 SH**

Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)

INDUSTRIAL EDUCATION

IED 1123 **General Shop** **3 SH**

Designed to acquaint students with the organization and administration of general shop programs. Attention will be given to program planning, equipment selection and safety. (3 hr lecture)

IED 1213 **Woodworking** **3 SH**

A course designed to develop skills, knowledge and appreciation in the care and use of woodworking tools, materials, processes and products. Principles of construction by hand tools and machines processes are studied..

IED 1813 **Basic Electricity and Electronics** **3 SH**

This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes such studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)

JOURNALISM

JOU 1111 **College Publications I** **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1121 **College Publications II** **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1313 **Principles of Journalism I** **3 SH**

Fundamentals of newspaper writing, combined with actual working experience on the staff of the HINDSONIAN, semiweekly student publication. Basic training in simple and complex news writing, society and sports writing feature writing, editing, and editorial writing. (3 hr lecture)

JOU 1323 **Principles of Journalism II** **3 SH**

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

JOU 2513 **Beginning Photography** **3 SH**

An introduction to the theory and history of photography. A study of the theory and practice of creating photographic visual images with small, medium, and large format cameras.

JOU 2523 **Advanced Photography** **3 SH**

(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and dark room techniques. Emphasis is placed on the composition and use of photography. Color film processing.

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and /or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the Counseling Office or the Mathematics Department.

MAT 1103 **Basic Mathematics** **3 SH**

(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)

MAT 1203 **Elementary Algebra** **3 SH**

(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)

MAT 1233 **Intermediate Algebra** **3 SH**
(Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents and polynomials, rational expressions, rational exponents and radicals; graphs of linear equations and systems of equations. Will not substitute for the mathematics requirements in any program of study at Hinds Community College. (3 hr lecture)

MAT 1313 **College Algebra** **3 SH**
(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables, relations; functions and graphs; theory of equations; the binomial theorem; and other selected topics. (3 hr lecture)

MAT 1323 **Trigonometry** **3 SH**
(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 **Finite Mathematics** **3 SH**
(Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers and consumers' surplus, and mathematics of finance. (3 hr lecture)

MAT 1443 **Mathematics for Teachers I** **3 SH**
(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 **Mathematics for Teachers II** **3 SH**
(Prerequisite: MAT 1443) A continuation of Mathematics for Teachers I. Probability, statistics, geometry, and measurement. (3 hr lecture)

MAT 1513 **Calculus for Business** **3 SH**
(Prerequisite: MAT 1313, College Algebra) Differential and integral calculus with applications to business and life sciences. (3 hr lecture)

MAT 1613 **Calculus I** **3 SH**
(Prerequisite: credit for or registration in MAT 1313 and 1323 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture)

MAT 1623 **Calculus II** **3 SH**
(Prerequisite: MAT 1613) Anti-derivatives; the definite integral; applications of definite integrals; transcendental functions; techniques of integration. (3 hr lecture)

MAT 1753 **Liberal Arts Mathematics** **3 SH**
(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)

MAT 1815 **Calculus I*** **5 SH**
(Prerequisite: MAT 1313,1323) This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions.

MAT 1825 **Calculus II*** **5 SH**
(Prerequisite: MAT 1815) This course includes a study of conics, parametric equations, hyperbolic functions, indeterminate forms, the definite integral, methods of integration, applications of integration, solid analytical geometry, partial differentiation and applications, quadratic surfaces, centroids, double integral.

MAT 2113 **Introduction to Linear Algebra** **3 SH**
(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2413 **Mathematics and Microcomputer** **3 SH**
(Prerequisite: MAT 1623) An introduction to the use of microcomputer software programs to solve selected problems from College Algebra, Trigonometry, Calculus I-IV, Linear Algebra, and Differential Equations. (3 hr lecture)

MAT 2613 **Calculus III** **3 SH**
(Prerequisite: MAT 1623) Indeterminate forms; improper integrals; numerical methods; approximations; infinite series; conic sections; and polar coordinates. (3 hr lecture)

MAT 2623 **Calculus IV** **3 SH**
(Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture)

MAT 2913 **Differential Equations** **3 SH**
(Prerequisite: Credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

* Utica Campus Only

MILITARY SCIENCE

MSC 1111 **Fundamentals of Leadership and Management I** **1 SH**
An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab)

MSC 1121 **Fundamentals of Leadership and Management II** **1 SH**
A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab)

MSC 2112 **Applied Leadership and Management I** **2 SH**
A study of nuclear, biological and chemical weapons, tactical operations, and leadership. (2 hr lecture, 1 hr lab)

MSC 2122 **Applied Leadership and Management II** **2 SH**
An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab)

MODERN LANGUAGE

NOTE: FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL REQUIRED HOURS TAKEN MUST BE IN THE SAME LANGUAGE.
THE FOUR-YEAR COLLEGES WILL NOT ALLOW CREDIT FOR THE FIRST SEMESTER OF THE ELEMENTARY COURSE OF ANY FOREIGN LANGUAGE UNTIL THE STUDENT HAS TAKEN AND PASSED THE SECOND SEMESTER FOR THE SAME LANGUAGE.

MFL 1113 **Elementary French I** **3 SH**
For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture)

MFL 1123 **Elementary French II** **3 SH**
(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills (3 hr lecture)

MFL 1213 **Elementary Spanish I** **3 SH**
For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture)

MFL 1223 **Elementary Spanish II** **3 SH**
(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. 3 hr lecture)

MFL 1313 **Elementary German I** **3 SH**
For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture)

MFL 1323 **Elementary German II** **3 SH**
(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture)

MFL 2113 **Intermediate French I** **3 SH**
(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture)

MFL 2123 **Intermediate French II** **3 SH**
(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture)

MFL 2213 **Intermediate Spanish I** **3 SH**
(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture)

MFL 2223 **Intermediate Spanish II** **3 SH**
(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture)

MFL 2313 **Intermediate German I** **3 SH**
(Prerequisite: MFL 1323 equivalent) Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture)

MFL 2323 **Intermediate German II** **3 SH**
(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture)

MUSIC APPLIED
(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice and Woodwinds)

BRASS

MUA 1111 **Class Brass I** **1 SH**
Lessons in rudiment of Brass instruments. (2 hr lab)

MUA 1121 **Class Brass II** **1 SH**
(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1141 **Elective Brass I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1151 **Elective Brass II** **1 SH**
(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semester instruction. (1 hr practice daily)

MUA 1172 **Music Education Brass I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hr practice daily)

MUA 1173 **Brass Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music Majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 1182 **Music Education Brass II** **2 SH**
(Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1183 **Brass Major II** **3 SH**
(Prerequisite: MUA 1173, or audition) Second semester private instruction for Music Majors. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

MUA 2141 **Elective Brass III** **1 SH**
(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily)

MUA 2151 **Elective Brass IV** **1 SH**
(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester. (1 hr practice daily)

MUA 2172 **Music Education Brass III** **2 SH**
(Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2173 **Brass Major III** **3 SH**
(Prerequisite: MUA 1183 or audition) Third semester private instruction for Music majors. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

MUA 2182 **Music Education Brass IV** **2 SH**
(Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2183 **Brass Major IV** **3 SH**
(Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music majors. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

GUITAR

MUA 1211 **Class Guitar I** **1 SH**
Lessons in rudiments of guitar. (2 hrs lab)

MUA 1221 **Class Guitar II** **1 SH**
(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hrs lab)

MUA 1241 **Elective Guitar I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1251 **Elective Guitar II** **1 SH**
(Prerequisite: MUA 1241 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1272 **Music Education Guitar I** **2 SH**
(Prerequisite: MUA 1221 or audition) First semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hour lessons per week, 2 hours practice daily)

MUA 1282 **Music Education Guitar II** **2 SH**
(Prerequisite: MUA 1272 or audition) Second semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hour lessons per week, 2 hours practice daily)

MUA 2241 **Elective Guitar III** **1 SH**
(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily)

MUA 2251 **Elective Guitar IV** **1 SH**
(Prerequisite: MUA 2241 or audition) Continuation of MUA 2241 or audition) Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily)

MUA 2272 **Music Education Guitar III** **2 SH**
(Prerequisite: MUA 1282 or audition) Third semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hour lessons per week, 2 hours practice daily)

MUA 2282 **Music Education Guitar IV** **2 SH**
(Prerequisite: MUA 2272 or audition) Fourth semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hour lessons per week, 2 hours practice daily)

ORGAN

MUA 1331 **Elective Organ I** **1 SH**
(Prerequisite: Piano Audition) First semester private instruction. (1 hr practice daily)

MUA 1341 **Elective Organ II** **1 SH**
(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily)

MUA 1362 **Music Education Organ I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily.)

MUA 1372 **Music Education Organ II** **2 SH**
(Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1363 **Organ Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 1373 **Organ Major II** **3 SH**
(Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2331 **Elective Organ III** **1 SH**
(Prerequisite: MUA 1341 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2341 **Elective Organ IV** **1 SH**
(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily)

MUA 2362 **Music Education Organ III** **2 SH**
(Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2363 **Organ Major III** **3 SH**
(Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

MUA 2372 **Music Education Organ IV** **2 SH**
(Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2373 **Organ Major IV** **3 SH**
(Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music majors. (2 -1/2 hour lessons per week, 3 hours practice daily)

PERCUSSION

MUA 1411 **Class Percussion I** **1 SH**
Lessons in rudiment of percussion instrument. (2 hrs lab)

MUA 1421 **Class Percussion II** **1 SH**
(Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hrs lab)

MUA 1441 **Elective Percussion I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1451 **Elective Percussion II** **1 SH**
(Prerequisite: MUA 1441 or audition) Continuation of MUA 1414. Second semester private instruction. Second semester. (1 hr practice daily)

MUA 1472 **Percussion Education Major I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1473 **Percussion Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 1482 **Percussion Education Major II** **2 SH**
(Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 1483 **Percussion Major II** **3 SH**
(Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2441 **Elective Percussion III** **1 SH**
(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction (1 hr practice daily)

MUA 2451 **Elective Percussion IV** **1 SH**
(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441. Fourth semester private instruction. (1 hr practice daily)

MUA 2472 **Percussion Education Major III** **2 SH**
(Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2473 **Percussion Major III** **3 SH**
(Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2482 **Percussion Education Major IV** **2 SH**
(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2483 **Percussion Major IV** **3 SH**
(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors (2 -1/2 hour lessons per week, 3 hrs practice daily)

PIANO

MUA 1511 **Class Piano I** **1 SH**
For students who have no previous keyboard experience. (2 hrs lab)

MUA 1521 **Class Piano II** **1 SH**
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hrs lab)

MUA 1541 **Elective Piano I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1551 **Elective Piano II** **1 SH**
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction. (1 hr practice daily)

MUA 1572 **Music Education Piano I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs. practice daily)

MUA 1573 **Piano Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 1582 **Music Education Piano II** **2 SH**
(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1583 **Piano Major II** **3 SH**
(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

MUA 2511 **Class Piano III** **1 SH**
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hrs lab)

MUA 2521 **Class Piano IV** **1 SH**
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 **Elective Piano III** **1 SH**
(Prerequisite:MUA1551 or audition)Continuation of MUA1551.Third semester private instruction.(1 hr practice daily)

MUA 2551 **Elective Piano IV** **1 SH**
(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction. (1 hr practice daily)

MUA 2572 **Music Education Piano III** **2 SH**
(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2573 **Piano Major III** **3 SH**
(Prerequisite: MUA 1583 or audition) Third semester private instruction for Music majors. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2582 **Music Education Piano IV** **2 SH**
(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2583 **Piano Major IV** **3 SH**
(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

STRINGS

MUA 1611 **Class Strings I** **1 SH**
Lessons in rudiment of strings. (2 hrs lab)

MUA 1621 **Class Strings II** **1 SH**
(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hrs lab)

MUA 1641 **Elective Strings I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1651 **Elective Strings II** **1 SH**
(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily)

MUA 1672 **Music Education Strings I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 1682 **Music Education Strings II** **2 SH**
(Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2641 **Elective Strings III** **1 SH**
(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction. (1 hr practice daily)

MUA 2651 **Elective Strings IV** **1 SH**
(Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily)

MUA 2672 **Music Education Strings III** **2 SH**
(Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2682 **Music Education Strings IV** **2 SH**
(Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily.)

VOICE

MUA 1711 **Class Voice I** **1 SH**
Lessons in the fundamental aspects of vocal arts. (2 hrs lab)

MUA 1721 **Class Voice II** **1 SH**
(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hrs lab)

MUA 1741 **Elective Voice I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1751 **Elective Voice II** **1 SH**
(Prerequisite: MUA 1741 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1772 **Music Education Voice I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week 2 hrs practice daily)

MUA 1773 **Voice Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 1782 **Music Education Voice II** **2 SH**
(Prerequisite: MUA 1772 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 1783 **Voice Major II** **3 SH**
(Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2741 **Elective Voice III** **1 SH**
(Prerequisite: MUA 1751 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2751 **Elective Voice IV** **1 SH**
(Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2772 **Music Education Voice III** **2 SH**
(Prerequisite: MUA 1782 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2773 **Voice Major III** **3 SH**
(Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2782 **Music Education Voice IV** **2 SH**
(Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2783 **Voice Major IV** **3 SH**
(Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

WOODWINDS

MUA 1811 **Class Woodwinds I** **1 SH**
Lessons in rudiments of woodwind instruments. (2 hrs lab)

MUA 1821 **Class Woodwinds II** **1 SH**
(Prerequisite MUA 1811 or audition) Continuation of MUA 1811. (2 hrs lab)

MUA 1841 **Elective Woodwinds I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1851 **Elective Woodwinds II** **1 SH**
(Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily)

MUA 1872 **Music Education Woodwinds I** **2 SH**
(Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1873 **Woodwinds Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 - 1/2 hour lessons per week,3 hrs practice daily)

MUA 1882 **Music Education Woodwinds II** **2 SH**
(Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 1883 **Woodwinds Major II** **3 SH**
(Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUA 2841 **Elective Woodwinds III** **1 SH**
(Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily)

MUA 2851 **Elective Woodwinds IV** **1 SH**
(Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2872 **Music Education Woodwinds III** **2 SH**
(Prerequisite: MUA 1882 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 3 hrs practice daily)

MUA 2873 **Woodwinds Major III** **3 SH**
(Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors (2 -1/2 hour lessons per week, 2 hrs practice daily)

MUA 2882 **Music Education Woodwinds IV** **2 SH**
(Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hour lessons per week, 2 hrs practice daily)

MUA 2883 **Woodwinds Major IV** **3 SH**
(Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors. (2 -1/2 hour lessons per week, 3 hrs practice daily)

MUSIC FOUNDATIONS
(HISTORY, LITERATURE, THEORY)

MUS 1113 **Music Appreciation** **3 SH**
(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture.

MUS 1123 **Music Survey (Majors)** **3 SH**

A listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

MUS 1133 **Fundamentals of Music** **3 SH**

Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion. (3 hr lecture) NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

MUS 1211 **Music Theory Laboratory I** **1 SH**

(Prerequisite: Same as Music Theory I) Laboratory activities will center on developing listening, playing, and singing skills with major scales and cords, intervals up to a perfect fifth and primary chords. Sight-singing and playing while singing will also be emphasized. Other activities will include taking stepwise melodic dictation and rhythmic dictation in simple time.

MUS 1213 **Music Theory I** **3 SH**

(Co-requisite: MUS 1211) (Prerequisite: Minimum grade of "C" in MUS 1133 or a grade of "Pass" in part 1 of the Comprehensive Music Fundamentals Exam or consent of instructor.) A study of elementary harmony requiring a thorough background in Music Fundamentals, including all scales and keys. Emphasis is placed largely on writing and analysis of diatonic triads. Four-voice partwriting is introduced.

MUS 1221 **Music Theory Laboratory II** **1 SH**

(Prerequisite: Minimum grade of "C" in MUS 1211) Laboratory activities will center on developing listening, playing, and singing skills using all melodic intervals within the octave and all diatonic chords in a harmonic setting. Other activities will include taking melodic dictation with chordal skips and rhythmic dictation including compound time. Sight-singing and playing while singing will be emphasized.

MUS 1223 **Music Theory II** **3 SH**

(Co-requisite: MUS 1221) (Prerequisite: Minimum grade of "C" in MUS 1213) A further study of elementary harmony, including diatonic harmonic progression, root movement, chord connection and part-writing principles. Diatonic seventh chords and modulation are introduced.

MUS 1910 **Recital Class I** **0 SH**

A performance class required of all music majors and minors.

MUS 1920 **Recital Class II** **0 SH**

A performance class required of all music majors and minors.

MUS 2211 **Music Theory Laboratory III** **1 SH**

(Prerequisite: Minimum Grade of "C" in MUS 1221) Laboratory activities will center on developing listening, playing, and singing skills utilizing major, minor, chromatic pentatonic and whole-tone scales as well as all modes. Also included will be practice with harmonic intervals and seventh chord. Sightsinging and playing while singing will be emphasized, as will harmonic dictation using all chord positions.

MUS 2213 **Music Theory III** **3 SH**

(Co-requisite: MUS 2211) (Prerequisite: Minimum grade of "C" in MUS 1223 and a grade of "Pass" on both parts of the Comprehensive Music Fundamentals Exam.) A brief review of diatonic harmony followed by a study of chromatic harmony with emphasis on secondary function chords and bimodal technique. Advanced modulation is introduced.

MUS 2221 **Music Theory Laboratory IV** **1 SH**

(Prerequisite: Minimum grade of "C" in MUS 2211) Laboratory activities will center on developing singing, playing, and listening skills which include harmonic and melodic modulations as well as secondary dominants. Emphasis will be placed on melodic and rhythmic sight-reading and playing from a "lead sheet".

MUS 2223 **Music Theory IV** **3 SH**

(Co-requisite: MUS 2221) (Prerequisite: Minimum grade of "C" in MUS 2213) A further study of chromatic harmony, including augmented sixth chords, the Neapolitan sixth chord, augmented dominants and other altered chords. Basic principles of musical analysis and composition are introduced.

MUS 2313 **Music History I** **3 SH**

(Prerequisite: MUS 1123 and 1224 and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture)

MUS 2323 **Music History II** **3 SH**

(Prerequisite: MUS 1123 and MUS 1224 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2513 **Music for Children** **3 SH**
A study of the fundamentals of music, sight-reading and terminology.

MUS 291O **Recital Class III** **0 SH**
A performance class required of all music majors and minors.

MUS 292O **Recital Class IV** **0 SH**
A performance class required of all music majors and minors.

MUSIC ORGANIZATIONS (BAND, STAGE BAND and CHOIR)

MUO 1111 **Band I** **1 SH**
(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)

MUO 1121 **Band II** **1 SH**
(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab)

MUO 1131 **Small Instrumental Ensemble I** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 1141 **Small Instrumental Ensemble II** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 1171 **Stage Band I** **1 SH**
(Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab)

MUO 1181 **Stage Band II** **1 SH**
(Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab)

MUO 1211 **Choir I** **1 SH**
(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)

MUO 1221 **Choir II** **1 SH**
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab)

MUO 2111 **Band III** **1 SH**
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab)

MUO 2121 **Band IV** **1 SH**
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab)

MUO 2131 **Small Instrumental Ensemble III** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 2141 **Small Instrumental Ensemble IV** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 2171 **Stage Band III** **1 SH**
(Prerequisite: Audition) Continuation of MUO 1181. (3 hr lab)

MUO 2181 **Stage Band IV** **1 SH**
(Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab)

MUO 2211 **Choir III** **1 SH**
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab)

MUO 2221 **Choir IV** **1 SH**
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab)

NURSING

NUR 1113 **Physical Assessment of Adults** **3 SH**

(Prerequisite or Co-requisite - NUR 1118 or Registered Nurse) A comprehensive and systematic approach to physical assessment. Emphasis is on the health history and techniques of inspection, palpation, percussion, and auscultation of the body systems. (3 hr lecture)

NUR 1118 **Nursing Science I** **8 SH**

(Prerequisite: BIO 2511, 2513, 2521, and 2523 with a grade of C or better in each. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychosocial relationships and communication skills included. (4 hr lecture, 8 hr lab)

NUR 1129 **Nursing Science II** **9 SH**

(Prerequisite: Nursing Science I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (5 hr lecture, 8 hr lab)

NUR 1133 **Externship for AD Nursing** **3 SH**

(Prerequisite: 2 semesters of nursing) Provide the nursing student the opportunity to practice basic nursing skills and apply cognitive knowledge in the practice of nursing under the supervision of an adjunct faculty member while earning monetary compensation. (Requires 40 hours per week for 10 weeks.)

NUR 1211 **Nursing Drugs and Calculations** **1 SH**

(Prerequisite: MAT 1103 or MATH Placement Level 2) Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, children's dosage, drug classifications, and abbreviations and symbols. Special attention is given to clinical work problems.

NUR 2112 **Nursing Science III** **12 SH**

(Nursing Science II. Prerequisite or Co-requisite: BIO 2921 and 2923, with a grade of C of better in each.) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122 **Nursing Science IV** **12 SH**

(Prerequisite: Nursing Science III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr lab)

PHILOSOPHY AND BIBLE

PHI 1113 **Old Testament Survey** **3 SH**

Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 **New Testament Survey** **3 SH**

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture)

PHI 2113 **Introduction to Philosophy I** **3 SH**

An introduction to systematic and philosophical thinking and study of significant figures and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to enhance one's own personal philosophy. (3 hr lecture)

PHI 2123 **Introduction to Philosophy II** **3 SH**

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2713 **Logic** **3 SH**

The principles and methods of sound reasoning with an emphasis on practical application. Areas of study will include induction, symbolic logic, language, critical thinking skills, and common fallacies of reasoning. (3 hr lecture)

PHYSICS

PHY 1113 **Introduction to Astronomy** **3 SH**
A study of the solar system, the galaxy, stars, and other stellar systems. Laboratory demonstrations, exercises, experiments, and observations through an optical telescope to illustrate the methods and concepts of astronomy. Some of the laboratory meetings are at night. (2 hr lecture, 2 hr lab)

PHY 1123 **Astronomy II** **3 SH**
Continuation of PHY 1113. (3 hr lecture)

PHY 2213 **Physical Science Survey I** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of physics and astronomy. (3 hr lecture)

PHY 2223 **Physical Science Survey II** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of chemistry, geology, and atmospheric science. (3 hr lecture)

PHY 2243 **Physical Science Survey I** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253 **Physical Science Survey II** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of chemistry, geology, and atmospheric science. (2 hr lecture, 2 hr lab)

PHY 2313 **Physics with Calculus I** **3 SH**
(Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 **Physics with Calculus II** **3 SH**
(Prerequisite: PHY 2313, Prerequisite or co-requisite: MAT 1623) Simple harmonic motion, mechanical waves, sound, thermal physics, and optics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 **Physics with Calculus III** **3 SH**
(Prerequisite: PHY 2323. Prerequisite or co-requisite: MAT 2613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 **General Physics I** **4 SH**
(Prerequisite: MAT 1313; Prerequisite or co-requisite MAT 1323) Laws of mechanics, fluids, heat. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 **General Physics II** **4 SH**
(Prerequisite: PHY 2414) A continuation of PHY 2414. Laws of mechanical wave motion, light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

POLITICAL SCIENCE

PSC 1113 **American National Government** **3 SH**
U. S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)

PSC 1123 **American State and Local Government** **3 SH**
A study of the relationship between state and federal government and between states and their subdivisions, organizations, function and operation of executive, legislative, judiciary: election and suffrage generally, Mississippi particularly. (3 hr lecture)

PSC 2113 **Comparative Government** **3 SH**
(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

PSYCHOLOGY

PSY 1513 **General Psychology I** **3 SH**
Introduction to the study of behavior and mental processes. Includes history and methods of psychology; biological bases of behavior; growth and development; sensation and perception; consciousness; learning principles; and motivation. (3 hr lecture)

PSY 1523 **General Psychology II** **3 SH**
(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Units of study include emotion, stress and health, psychopathology and treatment, and personality. (3 hr lecture)

PSY 2553 **Psychology of Personal Adjustment** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) A course designed to explore selfhood and identity. Emphasis will be placed on establishing meaningful relationships and sustaining values, learning basic coping strategies for successful life adjustment and exploring other specific areas of personal growth and understanding of self.

EPY 2513 **Child Psychology** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)

EPY 2523 **Adolescent Psychology** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school and in the larger sociocultural environment. (3 hr lecture)

EPY 2533 **Human Growth and Development** **3 SH**
(Prerequisite: PSY 1513) This course examines the physical, cognitive, social, and emotional changes that take place from conception through late adulthood. Emphasis is placed on the interaction of heredity and environment as they affect development. (3 hr lecture)

READING

REA 1103 **Developmental Reading I** **3 SH**
(Prerequisite: Reading Placement Level 1; Co-requisite: REA 1000 or REA 1100) This course is designed to help students develop basic reading skills of word attack and comprehension, to increase vocabulary, and to provide the student with tools for further development of vocabulary, reading, thinking, and study skills necessary for college success. Institutional credit only. (3 hr lecture, 1 hr lab)

REA 1203 **Developmental Reading II** **3 SH**
(Prerequisite: Reading Placement Level 2; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills necessary for college success. Emphasis is placed on vocabulary, comprehension, and clear thinking. Institutional credit only. (3 hr lecture, 1 hr lab)

REA 1233 **Speed Reading** **3 SH**
Practice with laboratory equipment according to the needs of the individual emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimulation for reading in depth. (3 hr lecture)

REA 1303 **Reading Improvement** **3 SH**
(Prerequisite: Reading Placement Level 3; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills required for independent reading and college success. Emphasis is placed on the development of vocabulary, comprehension, and critical reading and thinking skills. Institutional credit only. (3 hr lecture, 1 hr lab)

EDU 1413 **Improvement of Study** **3 SH**
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

SOCIOLOGY

SOC 1113 **Introduction To Social Science I** **3 SH**
The fundamental principles of sociology are presented in an interesting and practical manner for the beginner. (3 hr lecture)

SOC 1123 **Introduction to Social Science II** **3 SH**
(Prerequisite: SOC 1113) A study of changes since the Industrial Revolution and the roles followed by the individual's interaction between individuals and groups. (3 hr lecture)

SOC 1513 **Ethnic Relations** **3 SH**
A study of the economic, political, educational, and racial status of ethnic minorities in the United States. Also, the relation between minority and dominant groups is surveyed.

SOC 2113 **Introduction to Sociology** **3 SH**
Lecture course dealing with a body of scientific knowledge about human relationships. Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual, the group, and the institution. (3 hr lecture)

SOC 2133 **Social Problems** **3 SH**
(Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster: family problems include the aged, mentally ill, and retarded. (3 hr lecture)

SOC 2143 **Marriage and Family** **3 SH**
A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and socioeconomic adjustments of society. (3 hr lecture)

SOC 2153 **The Family** **3 SH**
(Prerequisite: SOC 2113) The family institution with special emphasis on the contemporary American family. (3 hr lecture)

SOC 2163 **Introduction to Social Work** **3 SH**
A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. (3 hr lecture)

SOC 2253 **Introduction to Gerontology** **3 SH**
(Prerequisite: SOC 2113) Systematic study of the psychological, physical and social conditions of aging adults in society with emphasis on health, interpersonal problems, housing, employment, retirement/widowhood, exploitation, and death.

SPEECH AND THEATRE

SPT 1103 **Basic Speaking and Listening** **3 SH**
Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills speaking with groups and individuals and listening to individuals and groups.

SPT 1113 **Oral Communications: (Principles of Speech)** **3 SH**
Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 **Argumentation and Debate I** **3 SH**
Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1131 **Forensics I** **1 SH**
An activity course in public speaking which includes oratory, declamation, oral interpretation, extemporaneous speaking, and debate. Students participate in intercollegiate forensic contests and debate tournaments.

SPT 1141 **Forensics II** **1 SH**
A continuation of SPT 1131. Students participate in intercollegiate forensic contests and debate tournaments, in events such as oratory, declamation, oral interpretation, extemporaneous speaking, and debate.

SPT 1153 **Voice and Diction** **3 SH**
(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1213 **Fundamentals of Theatre** **3 SH**
Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1233 **Acting I** **3 SH**
Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 **Drama I** **1 SH**
Participation in college drama productions.

SPT 1251 **Drama II** **1 SH**
Participation in college drama productions.

SPT 1272 **Theatre Makeup** **2 SH**
(Prerequisite: SPT 1213 and SPT 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab)

SPT 2111 **Contest Speech I** **1 SH**
Offered to students interested in intercollegiate speech competition.

SPT 2121 **Contest Speech II** **1 SH**
A continuation of SPT 2111. Offered to students interested in intercollegiate speech competition.

SPT 2241 **Drama III** **1 SH**
Participation in college drama productions.

SPT 2251 **Drama IV** **1 SH**
Participation in college drama productions.

SPT 2143 **Oral Interpretation** **3 SH**
(Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

SPT 2223 **Stagecraft** **3 SH**
(Co-requisite: SPT 1241, 1251, 1261 or 1271) Stagecraft, lighting, and production techniques for the theatre. (3 hr lecture)

V
Technical Programs and Course Descriptions

TWO-YEAR TECHNICAL
ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAHC	RAN	RAY	UTI	VWC
Agribusiness Management Technology (1+1)				X		
Aviation Maintenance Technology				X		
* Banking & Finance Technology	EVE					
Business & Office Technology	X		X	X	X	X
Administrative Support Services Technology Option (1+1)						
Business Management Technology Option						
Office Systems Technology Option (1+1)						
Child Development Technology	X				X	
Commercial Art Technology				X		
Computer Programming Technology				X	X	
Dental Assisting Technology (1+1)		X				
Drafting & Design Technology	X			X	X	
Architectural Drafting Technology Option						
General Drafting Technology Option						
Geographic Information Systems Technology Option	X					
Mechanical Drafting Technology Option						
Electrical & Electronics Technology						
Biomedical Technology				X		
Communications Electronics Repair Technology (1+1)	X					
Computer Servicing Technology Option (1+1)	X					
Electronics Technology Option			X	X	X	
Telecommunications Technology Option	X				X	
Emergency Medical Technology-Paramedic (1+1)		X				
Fashion Merchandising Technology				X		
Food Processing Technology (1+1)				X		
Hospitality & Tourism Management Technology	X					
Culinary Arts Technology Option (1+1)						
Hotel & Restaurant Management Technology Option						
Interpreter Training Technology				X		
Landscape Management Technology (1+1)				X		
Marketing Management Technology						
General Marketing Management Technology Option			X	X		
* Real Estate Technology Option				EVE		
Media Technology					X	
Medical Assisting Technology			X			
Medical Laboratory Technology		X				
Medical Record Technology (Health Information Management Technology)		X				
Paralegal Technology	X			X		
Physical Therapist Assistant Technology		X				
* Postal Management Technology	EVE					
Quality Assurance Technology	X					
Radiography Technology		X				
Respiratory Care Technology (1+1)		X				
* Supervision & Management Technology				BIG		
Surgical Technology (1+1)		X				
Veterinary Technology (1+1)				X		

Note(s): (1) * - Denotes a part-time Business, Industry and Government (BIG) Services program with selected courses offered on demand only.

(2) (1+1) - Denotes a two-year program with an employability exit point after one year.

(3) Please see Special Admission Requirements for Allied Health Programs.

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Agribusiness Management Technology program is designed to provide a student with basic skills needed to pursue a variety of agricultural careers. These skills include livestock management, agribusiness management, basic maintenance technology, and human relations. Specific jobs may include: farm and ranch manager, agribusiness managers, AG supply, equipment, livestock and chemical sales, research assistants, soil conservation technicians, and food processing supervisors and other entry level management position.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AGT 1111	Survey of Agricultural Technology	1	0	0	1
AGT 2213	Agricultural Sales	3	0	0	3
AGT 2263	Applied Agricultural Economics	3	0	0	3
AGT 2313	Human Relations in Agribusiness	3	0	0	3
AGT 2713	Beef Production I	2	2	0	3
CPT 1114	Introduction to Computers	3	2	0	4
TOTAL					**17**
1st Year	**2nd Semester**				
AGT 1613	Agricultural Records	3	0	0	3
AGT 1714	Applied Soils Conservation and Use	3	2	0	4
AGT 2663	Applied Animal Nutrition	2	2	0	3
AGT 2723	Beef Production II	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**16**
COMPLETION AWARD: Technical Certificate (One Year)					**33**
2nd Year	**1st Semester**				
AGT 1214	Applied Principles of Animal Production	3	2	0	4
AGT 1313	Applied Principles of Plant Production	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
	Approved Electives				3
	Mathematics/Science Elective				3
TOTAL					**16**
2nd Year	**2nd Semester**				
AGT 1413	Principles of Agricultural Management	2	2	0	3
AGT 1513	Principles of Agricultural Marketing	2	2	0	3
AGT 2113	Supervised Agricultural Experience I	0	0	9	3
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Approved Electives					
AGR 2253	Livestock Judging	1	4	0	3
AGR 2713	Principles of Agricultural Economics	3	0	0	3
AGT 2163	Special Problem in Agricultural Business Management	0	6	0	3
DDT 1413	Surveying Practice I	2	2	0	3

AVIATION MAINTENANCE TECHNOLOGY

Program Description: The Aviation Maintenance Technology program prepares individuals to inspect, repair, service, and overhaul aircraft engine components and systems. This program is designed to prepare students for the Federal Aviation Administration examinations for certification as an Aircraft Maintenance Technician.

Campus Location(s): Raymond
Admission Requirement: Score of 15 or higher on ACT (when applicable)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
APT 1114	Aviation Applied Science	3	1	0	4
APT 1123	Aviation Electricity I	2	1	0	3
APT 1134	Aviation Materials and Processes	3	1	0	4
APT 1143	Aircraft Servicing Weight-and-Balance	2	1	0	3
APT 1153	Maintenance Forms and Records	2	1	0	3
APT 1162	Reciprocating Engine Theory	2	0	0	2
TOTAL					**19**
1st Year	**2nd Semester**				
APT 1214	Reciprocating Engine Overhaul & Inspection	2	2	0	4
APT 1222	Turbine Engine Theory	2	0	0	2
APT 1234	Turbine Engine Overhaul & Inspection	2	2	0	4
APT 1241	Powerplant Conformity Airworthiness Inspection	1	0	0	1
APT 1255	Lubrication and Fuel Metering Systems	4	1	0	5
APT 1263	Induction, Cooling, and Exhaust Systems	2	1	0	3
TOTAL					**19**
2nd Year	**1st Semester**				
APT 2115	Aviation Electricity II	4	1	0	5
APT 2123	Propeller and Powerplant Review	2	1	0	3
APT 2136	Structures I	3	3	0	6
APT 2144	Structures II	3	1	0	4
TOTAL					**18**
2nd Year	**2nd Semester**				
APT 2212	Flight Control	1	1	0	2
APT 2223	Aviation Electricity III	2	1	0	3
APT 2232	Hydraulic and Pneumatic Power Systems	1	1	0	2
APT 2243	Landing Gear and Protection Systems	2	1	0	3
APT 2251	Environmental Control	1	0	0	1
APT 2264	Aircraft Instrumentation Systems	3	1	0	4
APT 2271	Aircraft Fuel Systems	1	0	0	1
APT 2282	Aircraft Inspection and Review	1	1	0	2
TOTAL					**18**

After completion of two-year course of study, a student will receive a certificate in Aviation Maintenance Technology.

Associate of Applied Science Degree Option:
A student may receive an Associate of Applied Science Degree in Aviation Maintenance Technology by completion of the two-year certificate program and 15 semester hours of academic courses including:

Oral Communications	3
Written Communications	3
Behavioral/Social Science Elective	3
Humanities/Fine Arts Elective	3
Mathematics/Science Elective	3
TOTAL	**15**

BANKING AND FINANCE TECHNOLOGY
in cooperation with the American Institute of Banking

Program Description: This curriculum and its associated courses are planned to meet most course requirements of the professional development program of the American Bankers Association offered through the AIB diplomas and certificates, including: General Banking Diploma, Consumer Service Skills Certificate, Consumer Credit Diploma, Securities Services Skills Certificate, Commercial Lending Diploma, Supervisory Skills Certificate, and Teller Skills Certificate.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACC 1213	(AIB 1000) Principles of Accounting I	3	0	0	3
BOT 1313	(AIB 3800) Business Mathematics	3	0	0	3
BFT 1113	(AIB 1370) Principles of Banking	3	0	0	3
ECO 2113	(AIB 2350) Principles of Economics I	3	0	0	3
ENG 1113	(AIB 2610) English Composition I	3	0	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
ACC 1223	(AIB 1010) Principles of Accounting II	3	0	0	3
BFT 1123	(AIB 1350) Money and Banking	3	0	0	3
BFT 1173	(AIB 3660) Law and Banking Principles	3	0	0	3
BFT 2133	(AIB 6350) Introduction to Commercial Lending	3	0	0	3
ENG 1123	(AIB 1860) English Composition II	3	0	0	3
	Mathematic/Science Elective				3
TOTAL					**18**
2nd Year	**1st Semester**				
BFT 1183	(AIB 4140) Management Fundamentals	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	(AIB 5465) Oral Communications	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BFT 1313	(AIB 6920) Analyzing Financial Statements	3	0	0	3
BFT 2213	(AIB 7740) Marketing for Bankers	3	0	0	3
BFT 2823	(AIB 3710) Law and Banking Applications	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**69**
APPROVED ELECTIVES					
BFT 1133	(AIB 7520) Bank Management	3	0	0	3
BFT 1143	(AIB 6260) Savings and Time Deposit Banking	3	0	0	3
BFT 1153	(AIB 1860) Writing for Results	3	0	0	3
BFT 1163	(AIB 4300) Supervision and Personnel Administration	3	0	0	3
BFT 1213	(AIB 6912) Lending to Agricultural Enterprises	3	0	0	3
BFT 1223	(AIB 7880) Real Estate Finance	3	0	0	3
BFT 1233	(AIB 6000) Bank Accounting	3	0	0	3
BFT 1243	(AIB 6150) Bank Control and Audit .	3	0	0	3
BFT 1253	(AIB 7002) Consumer Credit Analysis	3	0	0	3
BFT 1263	(AIB 6345) Corporate Banking: A Practical Approach to Lending	3	0	0	3
BFT 1273	Corporate Securities Services	3	0	0	3
BFT 1283	(AIB 6204) Deposit Operations	3	0	0	3
BFT 1293	(AIB 6535) Financial Planning for Bankers	3	0	0	3
BFT 1323	(AIB 6610) Bank Cards	3	0	0	3
BFT 1333	(AIB 6970) Statement Analysis	3	0	0	3
BFT 1373	Contemporary Issues in Banking	3	0	0	3
BFT 1343	(AIB 6233) Retail Banking Series	3	0	0	3
BFT 2123	(AIB 7008) Consumer Lending	3	0	0	3
BFT 2143	(AIB 7625) Credit Department Management	3	0	0	3
BFT 2153	(AIB 1375) Inside Commercial Banking	3	0	0	3
BFT 2313	(AIB 7200) Bank Investments	3	0	0	3

BFT	2323	(AIB 3540) Investment Basics and Beyond	3	0	0	3
BFT	2343	Economics for Bankers	3	0	0	3
BFT	2333	(AIB 6360) Loan Officer Development	3	0	0	3
BFT	2413	(AIB 8250) The Trust Business	3	0	0	3
BFT	2423	(AIB 7110) International Banking	3	0	0	3
BFT	2433	(AIB 8310) Trust Management	3	0	0	3
BFT	2443	(AIB 8300) Trust Investments	3	0	0	3
BFT	2723	(AIB 7240) Securities Processing	3	0	0	3
BFT	2813	(AIB 7660) Management of Commercial Bank Funds	3	0	0	3
BFT	2833	(AIB 3630) Federal Regulation of Banking	3	0	0	3
BFT	2843	(AIB 7580) Branch Management Series	3	0	0	3
Business Administration						
BAD	1113	Introduction to Business	3	0	0	3
BAD	2323	Business Statistics	3	0	0	3
BAD	2413	Legal Environment of Business I	3	0	0	3
BAD	2423	Legal Environment of Business II	3	0	0	3
Marketing Management Technology						
MMT	1213	(AIB 4140) Principles of Management	3	0	0	3
MMT	2173	(AIB 6235) Sales Management	3	0	0	3
MMT	2233	(AIB 4300) Human Resource Management	3	0	0	3
MMT	2743	(AIB 7860) Real Estate Appraisal	3	0	0	3
Economics						
ECO	2123	Principles of Economics II	3	0	0	3
Computer Programming Technology						
CPT	1114	(AIB 2090) Introduction to Computers	3	2	0	4
Mathematics						
MAT	1233	Intermediate Algebra	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
MAT	1333	Finite Mathematics	3	0	0	3

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE SUPPORT SERVICES TECHNOLOGY OPTION (1 + 1)

Program Description: The Administrative Support Services Technology program is designed to offer students the opportunity to become an administrative assistant or secretary or to hold other positions requiring shorthand or machine transcription skills.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren Co. Branch

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BOT	1113	Document Formatting and Production	2	2	0	3
BOT	1133	Information Processing	2	2	0	3
BOT	1213	Professional Development	3	0	0	3
BOT	1313	Applied Business Mathematics	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
	TOTAL					**15**
1st Year		**2nd Semester**				
BOT	1123	Word Processing Applications	2	2	0	3
BOT	1413	Records Management	3	0	0	3
BOT	1433	Business Accounting	3	0	0	3
BOT	1613	Shorthand I	2	2	0	3
BOT	2813	Business Communications	3	0	0	3
		Approved Elective				3
	TOTAL					**18**

COMPLETION AWARD: Technical Certificate (One Year) **33**

2nd Year		**1st Semester**				
BOT	1513	Machine Transcription	2	2	0	3
BOT	2413	Computerized Accounting	2	2	0	3
BOT	2623	Shorthand II	2	2	0	3
BOT	2723	Administrative Office Procedures	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**18**
2nd Year		**2nd Semester**				
BOT	2733	Administrative Office Management	3	0	0	3
BOT	2133	Desktop Publishing	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
		Approved Elective (BOT or Related)				3
		Mathematics/Science Elective				3
	TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree						**66**

BUSINESS AND OFFICE TECHNOLOGY
BUSINESS MANAGEMENT TECHNOLOGY OPTION

Program Description: The Business Management Technology program is designed to prepare students for small business management and other mid-level management jobs. Employment opportunities in mid-management are available in a wide variety of career settings; business, industry, educational institutions, government, and social service agencies.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren County Branch

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BAD	1113	Introduction to Business	3	0	0	3
BOT	1123	Word Processing Applications	2	2	0	3
BOT	1313	Applied Business Math	3	0	0	3
BOT	2813	Business Communications	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
	TOTAL					**15**
1st Year		**2nd Semester**				
BAD	2413	Legal Environment of Business I	3	0	0	3
BOT	1133	Information Processing	2	2	0	3
BOT	1433	Business Accounting	3	0	0	3
BOT	2733	Administrative Office Management	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
MMT	1213	Principles of Management	3	0	0	3
	TOTAL					**18**
2nd Year		**1st Semester**				
ACC	1213	Principles of Accounting I	3	0	0	3
BOT	2743	Small Business Management	3	0	0	3
BOT	2833	Data Base Management	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
		Elective				3
		Mathematics/Science Elective				3
	TOTAL					**18**
2nd Year		**2nd Semester**				
BOT	2843	Electronic Spreadsheet Applications	2	2	0	3
ECO	2113	Principles of Economics I	3	0	0	3
MMT	2233	Human Resource Management	3	0	0	3
		Behavioral/Social Science Elective				3
		Elective				3
	TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree						**66**

BUSINESS & OFFICE TECHNOLOGY
OFFICE SYSTEMS TECHNOLOGY OPTION (1 + 1)

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spread sheet, database management, and desktop publishing.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1133	Information Processing	2	2	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Applied Business Mathematics	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
BOT 1123	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 2813	Business Communications	3	0	0	3
BOT 2843	Electronic Spreadsheet Applications	2	2	0	3
	Approved Elective				3
TOTAL					**18**
COMPLETION AWARD: Technical Certificate (One Year)					**33**
2nd Year	**1st Semester**				
BOT 1513	Machine Transcription	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
BOT 2723	Administrative Office Procedures	2	2	0	3
BOT 2833	Data Base Management	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BOT 2133	Desktop Publishing	2	2	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
	Approved Elective (BOT or Related)				3
	Mathematic/Science Elective				3
TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree					**66**

CHILD DEVELOPMENT TECHNOLOGY

Program Description: The Child Development Technology Program provides an understanding of the physical, mental, social and emotional development of young children. Upon completion of the program, graduates will be eligible for employment such as day care center operators, child care teachers, kindergarten or elementary classroom aides, and workers in state or federally funded programs.

Campus Location(s): Jackson Campus-Academic/Technical Center and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CDT 1115	Child Care Profession	3	4	0	5
CDT 1213	Infant and Toddler Development	3	0	0	3
CDT 1221	Physical Motor Development for the Preschool Child	0	2	0	1
CDT 1313	Art for Preschool Children	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**15**

1st Year		**2nd Semester**				
CDT	1235	Child Growth and Development	3	4	0	5
CDT	1323	Language Arts for Preschool Children	3	0	0	3
CDT	1413	Music for Preschool Children	3	0	0	3
CDT	1513	Child Nutrition and Health Care	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
	TOTAL					**17**
2nd Year		**1st Semester**				
CDT	2243	Guiding Social and Emotional Behavior	3	0	0	3
CDT	2613	Methods and Materials	3	0	0	3
CDT	2915	Technical Practicum I	0	10	0	5
		Behavioral/Social Science Elective				3
		Mathematic/Science Elective				3
	TOTAL					**17**
2nd Year		**2nd Semester**				
CDT	2713	Social Studies, Math, and Science for the Preschool Children	3	0	0	3
CDT	2813	Administration of Preschool Programs	3	0	0	3
CDT	2925	Technical Practicum II	0	10	0	5
SPT	1113	Oral Communication	3	0	0	3
		Fine Arts/Humanities Electives				3
	TOTAL					**17**

COMPLETION AWARD: Associate in Applied Science Degree **66**

CIVIL ENGINEERING TECHNOLOGY

Program Description: This program prepares a person for entry level positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices. The graduate is trained to work with the civil engineer and surveyor in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing various tests required for construction. Up-to-date equipment usage is stressed, including the surveying computer and electronic distance measuring devices.

Campus Location(s): Vicksburg-Warren County Branch

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
CIT	1213	Road Design and Construction Methods and Materials	2	2	0	3
CPT	1114	Introduction to Computers	3	2	0	4
DDT	1115	Fundamentals of Drafting	2	6	0	5
DDT	1413	Elementary Surveying	1	4	0	3
MAT	1313	Mathematics/Science Elective	3	0	0	3
	TOTAL					**18**
1st Year		**2nd Semester**				
CIT	1113	Route Surveying Laboratory	0	6	0	3
CIT	1223	Road Construction Plans and Specifications	2	2	0	3
DDT	1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
ENG	1113	English Composition I	3	0	0	3
MAT	1323	Trigonometry	3	0	0	3
	TOTAL					**17**

COMPLETION AWARD: Technical Certificate (One Year) **35**

2nd Year		**1st Semester**				
DDT	2433	Land Surveying Laboratory	0	6	0	3
PHY	2414	General Physics I (or CHE 1311/1313)	3	2	0	4
SPT	1113	Oral Communications	3	0	0	3
		Behavioral/Social Science Elective				3
		Technical Elective				3
	TOTAL					**16**

2nd Year		**2nd Semester**				
DDT	2423	Mapping and Topography Laboratory	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
PHY	2424	General Physics II (or CHE 1321/1323)	3	2	0	4
		Technical Electives				6
	TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree **67**

Technical Electives

BOT	1213	Professional Development
CIT	2313	Soil Mechanics
CIT	2413	Concrete and Hot Mix Asphalt Testing
CIT	2513	Water and Water Distribution
CIT	2913	Special Project
DDT	1616	Architectural Drafting I
DDT	2223	Structural Drafting
DDT	2243	Statics and Strength of Materials
DDT	2325	Advanced Computer Aided Drafting (CAD) Design I
EET	1613	Systems Programming I

COMMERCIAL ART TECHNOLOGY

Program Description: This program is designed to prepare students for employment in the field of commercial art. The curriculum involves basic and advanced commercial art techniques. The emphasis is on preparing mechanical board art for reproduction. Both traditional commercial art techniques and desktop publishing utilizing graphic interface computers are taught. It also gives the student the opportunity to acquire the technical, art, marketing and related information necessary for job competency in the graphic arts industry.

Campus Location(s): Raymond

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
ART	1313	Drawing I	0	6	0	3
ART	1413	Design I	0	6	0	3
CAT	1113	Graphic Design I	0	6	0	3
ENG	1113	English Composition I	3	0	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**15**
1st Year		**2nd Semester**				
ART	1323	Drawing II	0	6	0	3
ART	1423	Design II	0	6	0	3
CAT	1123	Graphic Design II	0	6	0	3
CAT	1213	Introduction to Graphic Interface Computers	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
MMT	1423	Advertising	2	2	0	3
	TOTAL					**18**
2nd Year		**1st Semester**				
ART	1113	Art Appreciation	3	0	0	3
CAT	2313	Basic Advertising Design I	0	6	0	3
CAT	2413	Rendering Techniques	0	6	0	3
MMT	1113	Applied Marketing	2	2	0	3
		Mathematics/Science Elective				3
		Elective				3
	TOTAL					**18**
2nd Year		**2nd Semester**				
CAT	2133	Commercial Design & Advertising Studio	1	4	0	3
CAT	2323	Basic Advertising Design II	0	6	0	3
CAT	2333	Practical Advertising Techniques	0	6	0	3
SPT	1113	Oral Communications	3	0	0	3
		Humanities/Fine Arts Elective				3
	TOTAL					**15**

COMPLETION AWARD: Associate in Applied Science Degree **66**

COMPUTER PROGRAMMING TECHNOLOGY (1 + 1)

Program Description: The Computer Programming Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in computer programming and systems analysis. Successful completion of the first year of this program entitles a student to receive a computer operations certificate. The Associate in Applied Science Degree is earned upon successful completion of the Computer Programming Technology curriculum.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
BOT 1313	Applied Business Mathematics	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
CPT 1214	Computer Concepts and Programming Logic	3	2	0	4
ENG 1113	English Composition I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
ACC 1223	Principles of Accounting II	3	0	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
CPT 1313	Computer Operations	2	2	0	3
	Behavioral/Social Science Elective				3
	Programming Language Elective				4
TOTAL					**16**
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
BOT 1213	Professional Development	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
	Programming Language Electives				8
TOTAL					**17**
2nd Year	**2nd Semester**				
BOT 2813	Business Communications (or MMT 1213 Principles of Management)	3	0	0	3
CPT 2324	Systems Analysis and Design	3	2	0	4
ENG 1123	English Composition II	3	0	0	3
	Programming Language Electives				8
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**68**
Approved Electives					
CPT 1224	BASIC Programming Language	3	2	0	4
CPT 1234	Introduction to RPG Programming Language	3	2	0	4
CPT 1244	Introduction to COBOL Programming Language	3	2	0	4
CPT 1254	Fortran Programming Language (or CSC 1313)	3	2	0	4
CPT 2264	Advanced RPG Programming Language	3	2	0	4
CPT 2274	Advanced COBOL Programming Language	3	2	0	4
CPT 2284	C Programming Language (or CSC 2133)	3	2	0	4

DENTAL ASSISTING TECHNOLOGY (1 + 1)

Program Description: The Dental Assisting curriculum is a one-year program of study designed to prepare the student for employment and advancement in the dental assisting field. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside both in private offices and at the University of Mississippi School of Dentistry. Graduates may become a Certified Dental Assistant (CDA) upon passing the certification examination offered by the Dental Assisting National Board. This program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DAT 1111	Dental Orientation	1	0	0	1
DAT 1214	Dental Assisting Materials	2	4	0	4
DAT 1313	Dental Science I	3	0	0	3
DAT 1415	Chairside Assisting I	2	6	0	5
DAT 1613	Dental Radiology I	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
DAT 1323	Dental Science II	3	0	0	3
DAT 1423	Chairside Assisting II	2	2	0	3
DAT 1622	Dental Radiology II	0	4	0	2
DAT 1715	Practice Management & Applied Psychology	4	2	0	5
DAT 1812	Dental Health Education	2	0	0	2
DAT 1914	Supervised Clinical Experience I	0	0	16	4
TOTAL					**19**
Summer Session					
DAT 1433	Chairside Assisting III	2	2	0	3
DAT 1922	Supervised Clinical Experience II	0	0	8	2
ENG 1113	English Composition I	3	0	0	3
TOTAL					**8**
COMPLETION AWARD: Technical Certificate (One Year)					**46**
2nd Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
ENG 1123	English Composition II	3	0	0	3
	Behavioral/Social Science Elective				3
	Mathematics/Science Electives				6
	Elective				3
TOTAL					**19**
COMPLETION AWARD: Associate In Applied Science Degree					**65**

DRAFTING & DESIGN TECHNOLOGY
Architectural Drafting Technology Option

Program Description: Architectural Drafting Technology Option provides students with specialized skills in the architectural drafting and design field.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1213	Construction Materials	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
RST 1623	Technical Mathematics	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**

1st Year		**2nd Semester**				
DDT	1123	Machine Drafting I	2	2	0	3
DDT	1133	Descriptive Geometry	2	2	0	3
DDT	1316	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT	2233	Cost Estimating	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
	TOTAL					**17**
2nd Year		**1st Semester**				
DDT	1413	Elementary Surveying	1	4	0	3
DDT	1613	Architectural Design I	1	4	0	3
DDT	2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDT	2423	Mapping & Topography	2	2	0	3
DDT	2623	Architectural Design II	1	4	0	3
	TOTAL					**17**
2nd Year		**2nd Semester**				
DDT	2223	Structural Drafting	2	2	0	3
DDT	2336	Computer Aided Design II	4	4	0	6
		Mathematics/Science Electives				6
	TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree						**66**

Approved Electives:

CPT	1114	Introduction to Computers
DDT	2143	Machchine Drafting II
DDT	2243	Statics and Strengths of Materials
DDT	2433	Land Surveying Laboratory
DDT	2523	Survey of Electricity
DDT	2533	Electrical and Piping Drafting
DDT	2915	Special Project I
EET	1613	Systems Programming

DRAFTING AND DESIGN TECHNOLOGY
General Drafting Technology Option

Program Description: The General Drafting Technology Option allows students to obtain skills and knowledge related to several fields of the drafting and design industry.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
DDT	1115	Fundamentals of Drafting	2	6	0	5
DDT	1213	Construction Materials	2	2	0	3
ENG	1113	English Composition I	3	0	0	3
RST	1623	Technical Mathematics (or College Algebra)	3	0	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**17**
1st Year		**2nd Semester**				
DDT	1123	Machine Drafting I	2	2	0	3
DDT	1133	Descriptive Geometry	2	2	0	3
DDT	1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT	2233	Cost Estimating	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
	TOTAL					**17**
COMPLETION AWARD: Technical Certificate (One Year)						**34**
2nd Year		**1st Semester**				
DDT	1413	Elementary Surveying	1	4	0	3
DDT	1613	Architectural Design I	1	4	0	3
DDT	2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5

DDT	2423	Mapping & Topography	2	2	0	3
DDT	2623	Architectural Design II	1	4	0	3
	TOTAL					**17**
2nd Year		**2nd Semester**				
DDT	2213	Highway Drafting	2	2	0	3
DDT	2223	Structural Drafting	2	2	0	3
DDT	2915	Special Project I	2	6	0	5
		Mathematics/Science Electives				6
	TOTAL					**17**

COMPLETION AWARD: Associate in Applied Science Degree **72**

Approved Electives:

CPT	1114	Introduction to Computers
DDT	1713	Introduction to Machine Processes
DDT	2143	Machine Drafting II
DDT	2243	Statics and Strengths of Materials
DDT	2433	Land Surveying Laboratory
DDT	2523	Survey of Electricity
DDT	2533	Electrical and Piping Drafting
DDV	2813	Steel Ship Building and Design
EET	1613	Systems Programming

DRAFTING AND DESIGN TECHNOLOGY
Geographic Information Systems Technology Option

Program Description: Geographic Information Systems (GIS) is an integrated database management system in which geographic or spatial relationships are used to store, organize, retrieve, and analyze resource data for use in the decision making process. The need for specialists in this area has become readily apparent with the rapid development and implementation of GIS Technology.

Campus Location(s): Jackson Campus - Academic Technical Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
CPT	1114	Introduction to Computers	3	2	0	4
DDT	1115	Fundamentals of Drafting	2	6	0	5
DDT	1413	Elementary Surveying	1	4	0	3
ENG	1113	English Composition I	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
	TOTAL					**18**
1st Year		**2nd Semester**				
DDT	1133	Descriptive Geometry (or MAT 1323)	2	2	0	3
DDT	1223	Cartography	2	2	0	3
DDT	1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
ENG	1123	English Composition II	3	0	0	3
GEO	1123	Introduction to Geography	3	0	0	3
	TOTAL					**17**
2nd Year		**1st Semester**				
DDT	2113	Database Construction & Maintenance	2	2	0	3
DDT	2123	Introduction to Geographic Information Systems	2	2	0	3
DDT	2133	Aerial Photography Interpretation and Remote Sensing	2	2	0	3
DDT	2423	Mapping & Topographic	2	2	0	3
PHY	2414	General Physics I (or RST 2414)	3	2	0	4
	TOTAL					**16**
2nd Year		**2nd Semester**				
DDT	2253	Fundamentals of Global Positioning Systems	3	0	0	3
DDT	2263	Advanced Geographic Information Systems	1	4	0	3
DDT	2273	Advanced Remote Sensing	2	2	0	3
DDT	2286	Geographic Information Sytems (GIS) Internship	0	0	18	6
GLY	1111	Physical Geology Laboratory	0	2	0	1
GLY	1113	Physical Geology	3	0	0	3
	TOTAL					**19**

COMPLETION AWARD: Associate in Applied Science Degree **70**

DRAFTING AND DESIGN TECHNOLOGY
Mechanical Drafting Technology Option

Program Description: The Mechanical Drafting Technology Option allows students to emphasize skills and knowledge related to mechanical occupations.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1213	Construction Materials	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**
1st Year	**2nd Semester**				
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT 2233	Cost Estimating	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
DDT 1613	Architectural Drafting I	1	4	0	3
DDT 2143	Machine Drafting II	2	2	0	3
DDT 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDT 2533	Electrical & Piping Drafting	2	2	0	3
TOTAL					**14**
2nd Year	**2nd Semester**				
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2915	Special Project I	2	6	0	5
	Mathemathics/Science Electives				6
TOTAL					**17**
COMPLETION AWARD: Associate in Applied Science Degree					**65**

ELECTRICAL AND ELECTRONICS TECHNOLOGY
BIOMEDICAL TECHNOLOGY OPTION

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2513	Anatomy & Physiology I	3	0	0	3
BIO 2511	Anatomy & Physiology Laboratory I	0	2	0	1
EET 1111	Orientation to Biomedical Careers				1
EET 1116	AC-DC Circuits	3	6	0	6
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
BIO 2523	Anatomy & Physiology II	3	0	0	3
BIO 2521	Anatomy & Physiology Laboratory II	0	2	0	1
EET 1314	Solid State Devices & Circuits	2	4	0	4
EET 1613	Systems Programming	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**17**

2nd Year		**1st Semester**				
EET	1214	Digital Electronics	2	4	0	4
EET	1324	Microprocessors	2	4	0	4
EET	2115	Biomedical Internship I				5
EET	2514	Interfacing Techniques	2	4	0	4
	TOTAL					**17**
2nd Year		**2nd Semester**				
EET	2225	Biomedical Internship II				5
EET	2334	Linear Integrated Circuits	2	4	0	4
EET	2414	Electronic Communications	3	2	0	4
EET		Electronics Elective				3
	TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree **67**

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION (1 + 1)

Program Description: Communications Electronics Repair Technology is an instructional program that prepares individuals to assemble, install, operate, and maintain communications equipment and systems; including one-and two-way communications systems, home entertainment systems, and other communications equipment. Instruction is included in the use and repair of the actual equipment. In the two-year MS Degree program, students may elect to pursue specialized study in home entertainment or radio communications fields.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
EET	1116	AC-DC Circuits	4	4	0	6
EET	1214	Digital Electronics	3	2	0	4
EET	1713	Electronic Drafting	1	4	0	3
		Mathematics/Science Electice				3
	TOTAL					**16**
1st Year		**2nd Semester**				
EET	1314	Solid State Devices and Circuits	2	4	0	4
EET	1324	Microprocessors	2	4	0	4
ENG	1113	English Composition I	3	0	0	3
		Technical Electives				6
	TOTAL					**17**

COMPLETION AWARD: Technical Certificate (One Year) **33**

2nd Year		**1st Semester**				
EET	2334	Linear Integrated Circuits	3	2	0	4
EET	2414	Electronic Communications	2	4	0	4
EET	2813	Video Systems	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
		Technical Elective				3
	TOTAL					**17**
2nd Year		**2nd Semester**				
CET	2213	Diagnostics and Troubleshooting (Home Electronics) Laboratory	0	6	0	3
		OR				
CET	2523	Diagnostics and Troubleshooting (Radio Communications) Laboratory				
ENG	1123	English Composition II	3	0	0	3
		Behavioral/Social Science Elective				3
		Technical Electives				6
	TOTAL					**15**

COMPLETION AWARD: Associate In Applied Science Degree **65**

Technical Electives						
CET	1113	Satellite Systems	1	4	0	3
CET	2313	Video Recording Systems Laboratory	0	6	0	3
CET	2424	Advanced Electronic Communications	2	4	0	4
CET	2513	Two-way Radio Communications Laboratory	0	6	0	3
CET	2823	Video Systems Repair Laboratory	0	6	0	3
EET	2423	Introduction to Fiber Optics	2	2	0	3
EET	2514	Interfacing Techniques	3	2	0	4

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION

Program Description: Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
EET	1116	AC-DC Circuits	4	4	0	6
EET	1214	Digital Electronics	3	2	0	4
		Computer Related Elective				3
		Mathematics/Science Elective				3
	TOTAL					**16**
1st Year		**2nd Semester**				
CPT	1224	Basic Programming Language	2	4	0	4
EET	1314	Solid State Devices and Circuits	2	4	0	4
EET	1713	Electronic Drafting	1	4	0	3
ENG	1113	English Composition I	3	0	0	3
		Technical Elective				3
	TOTAL					**17**
COMPLETION AWARD: Technical Certificate (One Year)						**33**
2nd Year		**1st Semester**				
CST	2113	Computer Servicing I Laboratory	0	6	0	3
EET	1324	Microprocessors	2	4	0	4
EET	2514	Interfacing Techniques	2	4	0	4
ENG	1123	English Composition II	3	0	0	3
PHY	2243	Physical Science Survey I	2	2	0	3
	TOTAL					**17**
2nd Year		**2nd Semester**				
CST	2123	Computer Servicing II Laboratory	0	6	0	3
EET	2334	Linear Integrated Circuits	3	2	0	4
SPT	1113	Oral Communications	3	0	0	3
		Behavioral/Social Science Elective				3
		Technical Elective				3
	TOTAL					**16**
COMPLETION AWARD: Associate in Applied Science Degree						**66**

Technical Electives						
CPT	1114	Introduction to Computers	3	2	0	4
CST	1213	Failure Analysis	1	4	0	3
EET	1613	Systems Programming I	2	2	0	3
EET	2813	Video Systems	2	2	0	3
EET	2913	Special Project	1	4	0	3
INT	2913	Work Experience I	0	0	9	3
INT	2923	Work Experience II	0	0	9	3

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

Program Description: The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. A graduate of this curriculum will be eligible for entry level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area.

Campus Location(s): Rankin Campus, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
EET 1116	AC-DC Circuits	4	4	0	6
EET 1214	Digital Electronics	3	2	0	4
	Computer Related Elective				3
	Mathematics/Science Elective				3
TOTAL					**16**
1st Year	**2nd Semester**				
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
	Technical Elective				4
TOTAL					**15**
2nd Year	**1st Semester**				
EET 2334	Linear Integrated Circuits	3	2	0	4
EET 2414	Electronics Communications	2	4	0	4
ENG 1123	English Composition II	3	0	0	3
PHY 2243	Physical Science Survey I	2	2	0	3
	Technical Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
EET 2514	Interfacing Techniques	2	4	0	4
PHY 2253	Physical Science Survey II	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
	Technical Elective				3
TOTAL					**16**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Technical Electives					
CPT 1114	Introduction to Computers	3	2	0	4
EET 1613	Systems Programming	2	2	0	3
EET 1713	Electronic Drafting	1	4	0	3
EET 2423	Introduction to Fiber Optics	2	2	0	3
EET 2813	Video Systems	2	2	0	3
EET 2913	Special Project	1	4	0	3
ELT 2424	Solid State Motor Control	2	4	0	4
ELT 2614	Programmable Logic Controllers	3	2	0	4
ROT 1113	Introduction to Robotics	2	2	0	3
ROT 1213	Industrial Hydraulics	2	2	0	3
ROT 1223	Industrial Pneumatics	2	2	0	3
	Approved Computer Programming Language	3	0	0	3

ELECTRICAL AND ELECTRONICS TECHNOLOGY
TELECOMMUNICATIONS TECHNOLOGY

Program Description: This two-year program is designed to prepare students for a wide range of technical positions within the Telecommunications industry. Specific preparation is in modes, techniques, and mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, analog and digital voice communications, data communications, fiber optics applications, satellite and microwave communications and integrated services digital network (ISDN). Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems.

Campus Location(s): Jackson Campus-Academic/Technical Center, Utica Campus.

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	4	4	0	6
EET 1214	Digital Electronics	3	2	0	4
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
EET 2414	Electronic Communications	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
TCT 1114	Introduction to Telecommunications	3	2	0	4
TOTAL					**19**
2nd Year	**1st Semester**				
LOT 2313	Fiber Optics Systems	2	2	0	3
TCT 2214	Advance Telephone Systems	3	2	0	4
TCT 2314	Digital Communications I	3	2	0	4
	Behavioral/Social Science Elective				3
	Mathematics/Science Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TCT 2324	Digital Communications II	3	2	0	4
TCT 2414	Microwave and Satellite Systems	3	2	0	4
TOTAL					**14**

COMPLETION AWARD: Associate in Applied Science Degree **67**

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (1 + 1)
(Program in Cooperation with the University of Mississippi Medical Center)

Program Description: This program is designed for students who are planning to complete the professional, technical and clinical education component of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is according to admission requirements for allied health programs. Students completing the one year certificate program are eligible for acceptance into the second year component at the University Medical Center. Graduates are eligible to take the certification examination given by the National Registry of Emergency Medical Technicians.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center (1st year)
University of Mississippi Medical Center (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2511	Human Anatomy & Physiology Laboratory I	0	2	0	1
EMT 1116	Emergency Medical Technology-Basic	4	4	0	6
ENG 1113	English Composition I	3	0	0	3
MAT 1233	Intermediate Algebra	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**19**

1st Year		**2nd Semester**				
BIO	2523	Human Anatomy & Physiology II	3	0	0	3
BIO	2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
CHE	1313	Principles of Chemistry I	3	0	0	3
CHE	1311	Principles of Chemistry I Laboratory	0	3	0	1
ENG	1123	English Composition II	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
SOC	2113	Introduction to Sociology	3	0	0	3
	TOTAL					**17**

COMPLETION AWARD: Technical Certificate (Emergency Medical Technician-Basic) 36

2nd Year		**1st Semester - (University of Mississippi Medical Center)**				
EMT	101	Pre-Hospital Environment	1	0	0	1
EMT	102	Applied Anatomy & Physiology & Assessment	2	1	0	3
EMT	103	Emergencies I	1	1	0	2
EMT	104	Basic Review	1	1	0	2
EMT	105	Clinical I	0	0	1	1
EMT	106	Intern Field Clinical	0	0	2	2
EMT	124	Defibrillation	2	0	0	2
	TOTAL					**13**

2nd Year		**2nd Semester - (University of Mississippi Medical Center)**				
EMT	107	Airway Care	1	1	0	2
EMT	108	Pharmacology	1	1	0	2
EMT	109	Emergencies II	1	1	0	2
EMT	110	Trauma Management	1	0	0	1
EMT	111	OB/GYN Conditions & Pediatrics	1	0	0	1
EMT	112	Emergencies III	2	0	0	2
EMT	113	Clinical II	0	0	2	2
EMT	114	Clinical III	0	0	1	1
EMT	115	Intern Field Clinical	0	0	6	6
	TOTAL					**19**

COMPLETION AWARD: Associate in Applied Science Degree (Emergency Medical Technician-Paramedic) 68

Note(s): 1) Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to HCC and complete an HCC degree application for the AAS Degree to be awarded.

2) Students who are taking only the EMT-Basic course, TEM 1116, are not eligible to receive financial aid. However, students taking TEM 1116 in conjunction with the EMT 1 + 1 program may be eligible for financial aid.

FASHION MERCHANDISING TECHNOLOGY

Program Description: The Fashion Merchandising Technology program of study is designed to provide specialized occupational instruction in all phases of fashion merchandising in order to prepare students for careers as managers/supervisors in the fashion merchandising field. A combination of classwork and practical experience is stressed.

Campus Location(s): Raymond

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
ENG	1113	English Composition I	3	0	0	3
FMT	1113	Fashion Design Fundamentals	2	2	0	3
FMT	1213	Introduction to Fashion Merchandising	2	2	0	3
MMT	1113	Applied Marketing	2	2	0	3
MMT	1313	Salesmanship	2	2	0	3
	TOTAL					**15**

1st Year		**2nd Semester**				
CPT	1114	Introduction to Computers	0	0	0	4
		OR				
MMT	1413	Merchandising	2	2	0	3
FMT	1223	Fashion Product Knowledge	2	2	0	3
FMT	2414	Visual Merchandising	2	4	0	4
FMT	2513	Image and Wardrobe Consulting	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**16 or 17**

COMPLETION AWARD: Technical Certificate (One Year) **31 or 32**

2nd Year		**1st Semester**				
ENG	1123	English Composition II	3	0	0	3
FMT	1233	Fashion Buying	2	2	0	3
FMT	1313	Textiles in Fashion	2	2	0	3
		Behavioral/Social Science Elective				3
		Mathematics/Science Elective				3
		Elective				1 or 2
	TOTAL					**16 or 17**

2nd Year		**2nd Semester**				
FMT	2613	Fashion Sales Directing	2	2	0	3
FMT	2915	Internship	0	0	15	5
MMT	1423	Advertising	2	2	0	3
MMT	2513	Entrepreneurship	2	2	0	3
		Elective				3
	TOTAL					**17**

COMPLETION AWARD: Associate in Applied Science Degree **64, 65, or 66**

Suggested Electives						
ACC	1213	Accounting	1	0	0	1
BAD	2413	Business Law	1	0	0	1
MMT	1123	Marketing Seminar I	3	0	0	3
MMT	1213	Applied Management	3	0	0	3
MMT	2133	Marketing Seminar II	3	0	0	3
MMT	2173	Sales Management	3	0	0	3
MMT	2223	Retail Management	3	0	0	3

FOOD PROCESSING TECHNOLOGY (1 + 1)

Program Description: The Food Processing Technology curriculum is designed to prepare men and women for challenging and satisfying jobs in the food processing and related industries. Career opportunities are available as quality control technician, food laboratory technician, and management trainee in the areas of sanitation, food inspection, purchasing, product development, sensory evaluation, product demonstrator, and sales of food ingredients and food processing equipment. Segments of industry employing food processing technicians include: meats, poultry, dairy products, seafood and catfish, milling, baking, beverages, delicatessen foods, canning, frozen foods, and further processing for the food service industry as an occupational area.

Campus Location(s): Raymond

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
BIO	1132	General Biology I	2	0	0	2
BIO	1131	General Biology Laboratory I	0	2	0	1
ENG	1113	English Composition I	3	0	0	3
FPT	1113	Introduction to the Food Industry	3	0	0	3
FPT	1123	Computations in Food Processing	3	0	0	3
FPT	1132	Food Sensory Evaluation	2	0	0	2
FPT	1143	Food & Family Nutrition	3	0	0	3
	TOTAL					**17**

1st Year		**2nd Semester**				
AGT	1111	Survey of Agriculture Technology	1	0	0	1
AGT	2313	Human Relations in Agribusiness	3	0	0	3
CHE	1313	Principles of Chemistry I	3	0	0	3
CHE	1311	Principles of Chemistry I Laboratory	0	3	0	1
FPT	1212	Food Plant Sanitation	2	0	0	2
FPT	1223	Food Inspection & Regulations	3	0	0	3
FPT	1233	Food Processing Technology	2	2	0	3
	TOTAL					**16**

Summer Session						
FPT	1313	Food Internship I	0	0	9	3
FPT	1323	Food Internship II	0	0	9	3
	TOTAL					**6**
COMPLETION AWARD: Technical Certificate (One Year)						**39**
2nd Year		**1st Semester**				
BIO	2923	Microbiology	3	0	0	3
BIO	2921	Microbiology Laboratory	0	2	0	1
CPT	1114	Introduction to Computers (or CSC 1113)	3	2	0	4
FPT	2113	Food Quality Control	2	2	0	3
PSY	1513	General Psychology I	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**17**
2nd Year		**2nd Semester**				
ENG	1123	English Composition II	3	0	0	3
FPT	2214	Food Microbiology	3	2	0	4
FPT	2223	Food Product Analysis	2	2	0	3
FPT	2233	New Product Development	3	0	0	3
	TOTAL					**13**
COMPLETION AWARD: Associate in Applied Science Degree						**69**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION (1 + 1)

Program Description: The Culinary Arts Technology certificate and Associate in Applied Science Degree programs prepare chefs and managers for the food service industry.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
BOT	1313	Applied Business Mathematics	3	0	0	3
CUT	1114	Culinary Principles I	2	4	0	4
ENG	1113	English Composition I	3	0	0	3
HRT	1111	Leadership Development I	1	0	0	1
HRT	1113	Introduction to Hospitality Industry	3	0	0	3
HRT	1213	Sanitation & Safety	3	0	0	3
	TOTAL					**17**
1st Year		**2nd Semester**				
CUT	1213	Dining Room Management	3	0	0	3
CUT	1224	Culinary Principles II	2	4	0	4
CUT	1243	Menu and Facilities Planning	3	0	0	3
CUT	1253	Purchasing and Receiving	2	2	0	3
HRT	1121	Leadership Development II	1	0	0	1
HRT	1613	Hospitality Human Resources Management	3	0	0	3
	TOTAL					**17**
Summer Session						
CUT	1256	Culinary Arts Externship	0	0	18	6
	TOTAL					**6**
COMPLETION AWARD: Technical Certificate (One Year)						**40**
2nd Year		**1st Semester**				
CUT	2124	Principles of Baking	2	4	0	4
ENG	1123	English Composition II	3	0	0	3
HRT	2111	Leadership Development III	1	0	0	1
HRT	2413	Hospitality Supervision	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**17**

2nd Year	2nd Semester				
CUT 2163	Restaurant and Catering Operations	3	0	0	3
CUT 2213	Garde Manger	1	4	0	3
CUT 2214	Continental and Classical Cuisine	2	4	0	4
HEC 1253	Nutrition	3	0	0	3
HRT 2121	Leadership Development IV	1	0	0	1
	Mathematics/Science Elective				3
TOTAL					17

COMPLETION AWARD: Associate in Applied Science Degree **74**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

Program Description: The Hotel and Restaurant Management Technology program prepares graduates for a wide range of entry-level management positions in hotels, motels and restaurants, including food and beverage, front office, housekeeping, marketing and sales.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to Hospitality Industry	3	0	0	3
HRT 1213	Sanitation & Safety	3	0	0	3
HRT 2413	Hospitality Supervision	3	0	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
HRT 1121	Leadership Development II	1	0	0	1
HRT 1313	Housekeeping Management	3	0	0	3
HRT 1413	Front Office Procedures	3	0	0	3
HRT 1514	Food Production and Service	2	4	0	4
HRT 2523	Food and Beverage Management	2	2	0	3
HRT 2713	Food and Beverage Control	3	0	0	3
TOTAL					**18**

COMPLETION AWARD: Technical Certificate (One Year) **34**

2nd Year	1st Semester				
ACC 1213	Principles of Accounting I	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
HRT 1613	Hospitality Human Resources Management	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					16
2nd Year	**2nd Semester**				
BAD 2413	Legal Environment of Business I	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
HRT 2121	Leadership Development IV	1	0	0	1
HRT 2623	Marketing Hospitality Services	3	0	0	3
HRT 2816	Hotel/Restaurant Internship	0	2	15	6
	Mathematics/Science Elective				3
TOTAL					19

COMPLETION AWARD: Associate in Applied Science Degree **69**

INTERPRETER TRAINING TECHNOLOGY

Program Description: This is a two-year program which prepares students to interpret for Hearing Impaired individuals in educational, medical, job-related, and various other settings.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
IDT 1113	Introduction to Interpreting	3	0	0	3
IDT 1123	Psycho-social Aspects of Deafness	3	0	0	3
IDT 1131	Expressive and Receptive Fingerspelling	1	0	0	1
IDT 1164	American Sign Language I	3	2	0	4
PSY 1513	General Psychology I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
IDT 1173	Transliterating I	3	0	0	3
IDT 1174	American Sign Language II	3	2	0	4
IDT 1193	Orientation to Deafness	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**16**
2nd Year	**1st Semester**				
IDT 2123	American Sign Language III	3	0	0	3
IDT 2153	Interpreting in Special Situations	3	0	0	3
IDT 2173	Interpreting	3	0	0	3
IDT 2183	Transliterating II	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
	Mathematics/Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
IDT 2163	Sign to Voice Interpreting	3	0	0	3
IDT 2223	Educational Interpreting	3	0	0	3
IDT 2424	Interpreting Practicum	1	0	9	4
	Elective				3
TOTAL					**13**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Approved Electives					
IDT 2313	Linguistics of American Sign Language	3	0	0	3
IDT 2323	Artistic Interpreting	3	0	0	3
IDT 2333	Legal Interpreting	3	0	0	3
IDT 2343	Multi-cultural Aspects of Hearing Impairment	3	0	0	3
IDT 2353	Etymology for Interpreters	3	0	0	3

LANDSCAPE MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Landscape Management Technology program is designed to provide students with skills which could lead to employment in the landscape maintenance and landscape construction industries. Specific instruction is offered in the areas of landscape design; selection and care of plant materials; hard construction including concrete, wood, electrical and plumbing; equipment use and maintenance; and business management. Students may find employment with private landscape maintenance and construction firms, nursery and garden centers, interior scaping firms, government agencies such as colleges and park systems, golf courses. and large business or industrial complexes.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 1314	Botany I	3	0	0	4
DDT 1115	Fundamentals of Drafting	2	6	0	5

HLT	1114	Plant Materials I	2	4	0	4
HLT	1411	Survey of Landscape Management	1	0	0	1
HLT	1614	Landscape Equipment Operation & Maintenance	3	2	0	4
	TOTAL					**18**
1st Year		**2nd Semester**				
ENG	1113	English Composition I	3	0	0	3
HLT	1124	Plant Materials II	2	4	0	4
HLT	1513	Landscape Design I	1	4	0	3
		Approved Electives				6
	TOTAL					**16**
Summer Session						
HLT	2913	Internship in Landscape Management	0	0	0	3
	TOTAL					**3**
COMPLETION AWARD: Technical Certificate (One Year)						**37**
2nd Year		**1st Semester**				
ENG	1123	English Composition II	3	0	0	3
HLT	1713	Landscape Construction	1	4	0	3
HLT	1813	Turfgrass Management	2	2	0	3
HLT	2113	Ornamental and Turf Pest Management	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**15**
2nd Year		**2nd Semester**				
AGT	1714	Applied Soils Conservation & Use	3	2	0	4
CPT	1114	Introduction to Computers	0	0	0	4
HLT	2124	Landscape Maintenance and Weed Control	2	4	0	4
HLT	2313	Landscape Business Management	2	2	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**18**
COMPLETION AWARD: Associate In Applied Science Degree						**70**
Approved Electives						
ACC	1213	Principles of Accounting	3	0	0	3
BAD	1313	Business Mathematics	3	0	0	3
DDT	1413	Elementary Surveying	3	0	0	3

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION

Program Description: The Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. A combination of classwork and practical experience in stressed.

Campus Location(s): Rankin and Raymond

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BOT	1313	Applied Business Mathematics	2	2	0	3
CPT	1114	Introduction to Computers	3	2	0	4
ENG	1113	English Composition I	3	0	0	3
MMT	1113	Applied Marketing	2	2	0	3
MMT	1123	Marketing Seminar I	2	2	0	3
	TOTAL					**16**
1st Year		**2nd Semester**				
ENG	1123	English Composition II	3	0	0	3
MMT	1213	Applied Management	2	2	0	3
MMT	1313	Salesmanship	2	2	0	3
MMT	1413	Merchandising	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
		Elective				1
	TOTAL					**16**

2nd Year		**1st Semester**				
FMT	2414	Visual Merchandising	2	4	0	4
MMT	2173	Sales Management	3	0	0	3
MMT	2223	Retail Management	2	2	0	3
		Behavioral/Social Science Elective				3
		Mathematics/Natural Science Elective				3
	TOTAL					**16**
2nd Year		**2nd Semester**				
MMT	1423	Advertising	2	2	0	3
MMT	2133	Marketing Seminar II	2	2	0	3
MMT	2233	Human Resource Management	2	2	0	3
MMT	2243	Marketing Management Decision Making	2	2	0	3
MMT	2513	Entrepreneurship	2	2	0	3
		Elective				1
	TOTAL					**16**
COMPLETION AWARD: Associate in Applied Science Degree						**64**
Suggested Electives						
ACC	1213	Principles of Accounting I	3	0	0	3
BAD	2413	Business Law	3	0	0	3
BOT	1133	Information Processing	3	0	0	3
ECO	2113	Principles of Economics I	3	0	0	3
		Other advisor approved electives				

MARKETING MANAGEMENT TECHNOLOGY
REAL ESTATE TECHNOLOGY OPTION
(Evening Classes Only)

Program Description: The Real Estate Technology Option in the Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of real estate in order to prepare students for careers as real estate agents and brokers. A combination of classwork and practical experience is stressed.

Campus Location(s): Raymond

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
BOT	1313	Applied Business Mathematics	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
MMT	1113	Applied Marketing	2	2	0	3
MMT	1213	Applied Management	2	2	0	3
MMT	2713	Principles of Real Estate	3	0	0	3
		Elective				1
	TOTAL					**16**
1st Year		**2nd Semester**				
ACC	1213	Principles of Accounting I	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
MMT	2733	Real Estate Sales	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
		Elective				1
	TOTAL					**16**
2nd Year		**1st Semester**				
BAD	2413	Business Law	3	0	0	3
MMT	1423	Advertising	2	2	0	3
MMT	2173	Sales Management	3	0	0	3
MMT	2783	Residential Mortgage Lending	3	0	0	3
MMT	2773	Commercial Real Estate Finance	3	0	0	3
		Elective				1
		Mathematics/Science Elective				3
	TOTAL					**16**

2nd Year		**2nd Semester**				
ECO	2113	Principles of Economics I	3	0	0	3
MMT	2233	Human Resource Management	2	2	0	3
MMT	2723	Real Estate Law	3	0	0	3
MMT	2743	Real Estate Appraisal	3	0	0	3
		Elective				4
	TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree **64**

Suggested Electives						
MMT	2243	Marketing Management Decision Making	3	0	0	3
MMT	2513	Entrepreneurship	3	0	0	3
MMT	2763	Real Estate Practice	3	0	0	3
		Other advisor approved electives				

MEDIA TECHNOLOGY

Program Description: Students who successfully complete the Media Technology program will be able to operate an educational media program and equipment used in a television studio.

Campus Location(s): Utica

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**	
1st Year		**1st Semester**					
ENG	1113	English Composition I	3	0	0	3	
MDT	1113	Introduction to Radio & TV Production	3	0	0	3	
MDT	1213	Operation & Maintenance of AV Equipment	2	2	0	3	
MDT	1323	Electronics for Media	2	2	0	3	
		Elective				3	
	TOTAL					**15**	
1st Year		**2nd Semester**					
ENG	1123]or	English Composition II	3	0	0	3]or	
MAT	1313	College Algebra	3	0	0	3	
MDT	1244	Introduction to Mass Communication	4	0	0	4	
MDT	1314	Fundamentals of Television Production	2	4	0	4	
		Behavioral/Social Science Elective				3	
	TOTAL					**17**	
2nd Year		**1st Semester**					
MDT	2324	Intermediate Television Production	2	4	0	4	
MDT	2414	Fundamentals of Audio Production	1	6	0	4	
SPT	1113	Oral Communications	3	0	0	3	
		Elective				3	
	TOTAL					**14**	
2nd Year		**2nd Semester**					
MDT	2234	Instructional Graphics	2	4	0	4	
MDT	2243	Cataloging Non-Print Material	2	2	0	3	
MDT	2334	Advanced Television Production	1	6	0	4	
MDT	2424	Editing	3	2	0	4	
		Elective				3	
	TOTAL					**18**	

COMPLETION AWARD: Associate in Applied Science Degree **64**

Approved Electives						
DDT	1113	Introduction to Drafting	2	2	0	3
EET	1116	AC-DC Circuits	3	6	0	6
MDT	2513	Principles of Photography	2	2	0	3

MEDICAL ASSISTING TECHNOLOGY

Program Description: The Medical Assistant is an individual who assists physicians in their offices or other medical settings. A wide range of duties is included in many aspects of the physician's practice. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management.

Campus Location(s): Rankin Campus

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BIO	2513	Human Anatomy and Physiology I	3	0	0	3
BIO	2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
CPT	1114	Introduction to Computers	2	4	0	4
ENG	1113	English Composition I	3	0	0	3
MET	1112	Introduction to Medical Assisting	2	0	0	2
MET	2713	Pharmaceutical Principles	3	0	0	3
MRT	1213	Medical Terminology	3	0	0	3
	TOTAL					**19**
1st Year		**2nd Semester**				
BIO	2523	Human Anatomy and Physiology II	3	0	0	3
BIO	2521	Human Anatomy an Physiology Laboratory II	0	2	0	1
MET	1314	Medical Business Practices	3	2	0	4
MET	1412	Clinical Procedures I	1	2	0	2
MET	1513	Medical Law and Ethics	3	0	0	3
	TOTAL					**13**
2nd Year		**1st Semester**				
BOT	1433	Business Accounting	3			3
MET	2524	Medical Insurance	3	2	0	4
MET	2614	Medical Laboratory for Medical Assistants	3	2	0	4
MRT	1322	Medical Transcription	1	2	0	2
PSY	1513	General Psychology I	3			3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**19**
2nd Year		**2nd Semester**				
BOT	2813	Business Communications	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
MET	2422	Clinical Procedures II	1	2	0	2
MET	2432	Clinical Review	2	0	0	2
MET	2915	Externship	0	0	20	5
	TOTAL					**15**

COMPLETION AWARD: Associate in Applied Science Degree **66**

MEDICAL LABORATORY TECHNOLOGY

Program Description: The Medical Laboratory program prepares individuals to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. Included are routine laboratory procedures and tasks in the areas of hematology, bacteriology, immunohematology, chemistry, parasitology, serology, and urinalysis. Graduates may become a registered Medical Laboratory Technician upon passing the national examination. This program is accredited by the (AMA-CAHEA) National Accrediting Agency for Clinical Laboratory Sciences.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session						
AHT	1012	Essential Skills for Allied Health	2	0	0	2
	TOTAL					**2**

1st Year		**1st Semester**				
BIO	2513	Human Anatomy & Physiology I	3	0	0	3
BIO	2511	Human Anatomy & Physiology Laboratory I	0	2	0	1
BIO	2923	Microbiology	3	0	0	3
BIO	2921	Microbiology Laboratory	0	2	0	1
ENG	1113	English Composition I	3	0	0	3
MLT	1111	Introduction to Medical Laboratory Technology/Phlebotomy	0	2	0	1
MLT	1212	Urinalysis/Body Fluids	1	2	0	2
MLT	1313	Hematology I	2	2	0	3
	TOTAL					**17**
1st Year		**2nd Semester**				
BIO	2523	Human Anatomy & Physiology II	3	0	0	3
BIO	2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
MLT	1324	Hematology II	3	2	0	4
MLT	1413	Immunology/Serology	2	2	0	3
MLT	2612	Parasitology	1	2	0	2
MLT	2714	Pathogenic Microbiology	2	4	0	4
	TOTAL					**17**
Summer Session						
CHE	1213	General Chemistry I	3	0	0	3
CHE	1211	General Chemistry Laboratory I	0	3	0	1
MAT	1313	College Algebra	3	0	0	3
	TOTAL					**7**
2nd Year		**1st Semester**				
ENG	1123	English Composition II	3	0	0	3
MLT	1515	Clinical Chemistry	3	4	0	5
MLT	2424	Immunohematology	2	4	0	4
SPT	1113	Oral Communications	3	0	0	3
		Behavioral/Social Science Elective				3
	TOTAL					**18**
2nd Year		**2nd Semester**				
MLT	2816	Clinical Practice I	2	0	16	6
MLT	2826	Clinical Practice II	2	0	16	6
	TOTAL					**12**
Summer Session						
MLT	2836	Clinical Practice III	2	0	16	6
	TOTAL					**6**

COMPLETION AWARD: Associate in Applied Science Degree **79**

Note: AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking this course.

MEDICAL RECORD TECHNOLOGY
(Health Information Management Technology)

Program Description: Medical Record Technology is a two year program leading to an Associate in Applied Science Degree which prepares the individual to work as a technical specialist in health record systems. Medical record technicians are found in various settings, some of which are hospitals; ambulatory, long term and mental health clinics; state and federal health agencies; research centers; insurance companies and private industry. Graduates of the Medical Record Technology Program may take a national certification examination to receive the Accredited Record Technician (ART) credential. This program is accredited by the Committee of Allied Health Education and Accreditation in collaboration with the American Health Information Management Association.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
BIO	2513	Human Anatomy and Physiology I	3	0	0	3
BIO	2511	Human Anatomy and Physiology Laboratory I	0	2	0	1

BOT	1133	Information Processing	2	2	0	3
ENG	1113	English Composition I	3	0	0	3
MRT	1114	Medical Record Science I	3	2	0	4
MRT	1213	Medical Terminology	3	0	0	3
	TOTAL					**17**
1st Year		**2nd Semester**				
BIO	2523	Human Anatomy and Physiology II	3	0	0	3
BIO	2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
BOT	1123	Word Processing Applications	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
MRT	1123	Medical Record Science II	2	2	0	3
MRT	1413	Introduction to Disease I	3	0	0	3
	TOTAL					**16**
	2nd Year	**1st Semester**				
MRT	1322	Medical Transcription	1	2	0	2
MRT	1513	Medical Record Directed Practice I	0	0	12	3
MRT	2133	Medical Record Science III	2	2	0	3
MRT	2423	Introduction to Disease II	3	0	0	3
MRT	2613	Coding and Classification Systems I	2	2	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**17**
2nd Year		**2nd Semester**				
MRT	2143	Medical Record Science IV	2	2	0	3
MRT	2523	Medical Record Directed Practice II	0	0	12	3
MRT	2623	Coding and Classification Systems II	2	2	0	3
MRT	2713	Medical Record Department Management	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
	TOTAL					**15**

COMPLETION AWARD: Associate in Applied Science Degree **65**

PARALEGAL TECHNOLOGY

Program Description: The Paralegal Technology Program is designed for the student who aspires to become qualified to assist an attorney in the delivery of legal services. The program will familiarize the student with substantive and procedural law, ethics, professional restrictions and the legal system. Students completing this program may choose to work in any law-related field, i.e. legal firm, business, industry or government.

Campus Location(s): Jackson Campus-Academic/Technical Center and Raymond Campus

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BOT	1313	Applied Business Mathematics	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
LET	1113	Legal Systems and Terminology	3	0	0	3
LET	1513	Family Law	3	0	0	3
		Approved Elective				3
	TOTAL					**15**
1st Year		**2nd Semester**				
BAD	2413	Legal Environment of Business I	3	0	0	3
BOT	1123	Word Processing Applications	2	2	0	3
ENG	1123	English Composition II	3	0	0	3
LET	1213	Legal Research	3	0	0	3
LET	2523	Administrative Law & Bankruptcy	3	0	0	3
	TOTAL					**15**
2nd Year		**1st Semester**				
BOT	2813	Business Communications	3	0	0	3
CRJ	2413	Administration of Criminal Justice I	3	0	0	3
LET	1713	Legal Writing	2	2	0	3
LET	2453	Real Property I and Wills and Estates	3	0	0	3

LET	2633	Paralegal Skills Applications	2	2	0	3
		Mathematic/Science Elective				3
	TOTAL					**18**
2nd Year		**2nd Semester**				
LET	1313	Civil Litigation	2	2	0	3
LET	2323	Torts	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
		Approved Electives				6
		Behavioral/Social Science Elective				3
	TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree						**66**
Approved Electives						
BAD	2423	Legal Environment of Business II	3	0	0	3
LET	2463	Real Property II	2	2	0	3
LET	2923	Internship for Paralegal	0	0	9	3

PHYSICAL THERAPIST ASSISTANT

Program Description: The Physical Therapist Assistant curriculum is a two-year program of study designed to prepare students for employment as a health care provider who works under the supervision of a licensed Physical Therapist. Physical Therapist Assistants help care for patients with amputees. burns, cardiac, orthopedic, neurologic disorders and spinal cord injuries. The Associate in Applied Science Degree is earned upon successful completion of the program.

Campus Location(s): Jackson Campus - Nursing/Allied Health Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BIO	2513	Human Anatomy and Physiology I	3	0	0	3
BIO	2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
ENG	1113	English Composition I	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
SPT	1113	Oral Communication	3	0	0	3
	TOTAL					**16**
1st Year		**2nd Semester**				
BIO	2523	Human Anatomy and Physiology II	3	0	0	3
BIO	2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
ENG	1123	English Composition II	3	0	0	3
EPY	2533	Growth and Development Throughout Lifespan	3	0	0	3
MAT	1323	Trigonometry	3	0	0	3
PHY	2414	General Physics I	3	2	0	4
	TOTAL					**17**
Summer Session						
PTT	1213	Introduction to Physical Therapy Assisting	3	0	0	3
	TOTAL					**3**
2nd Year		**1st Semester**				
PTT	2114	Kinesiology	4	0	0	4
PTT	2123	Therapeutic Exercise and Rehabilitation	2	2	0	3
PTT	2126	Therapeutic Modalities I	3	6	0	6
PTT	2133	Clinical Experience I	1	0	8	3
TOTAL						**16**
2nd Year		**2nd Semester**				
PTT	2215	Therapeutic Modalities II	3	4	0	5
PTT	2224	Clinical Applications	3	2	0	4
PTT	2233	Therapeutic Exercise and Rehabilitation II	2	2	0	3
PTT	2245	Clinical Experience II	1	0	16	5
	TOTAL					**17**

2nd Year Summer Session						
PTT	2255	Clinical Experience III	1	0	16	5
	TOTAL					**5**
Completion Award: Associate in Applied Science Degree - Total Hours						**71**

POSTAL MANAGEMENT TECHNOLOGY
(Primarily Intended for Postal Service Personnel)

Program Description: The Postal Management Technology program is an in-service training and staff development program for postal service employees.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
CPT	1114	Introduction to Computers	3	2	0	4
ECO	2113	Principles of Economics I	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
PMT	1113	History & Organization of Postal Service	3	0	0	3
		Mathematic/Science Elective				3
	TOTAL					**16**
1st Year		**2nd Semester**				
ECO	2123	Principles of Economics II	3	0	0	3
ENG	1123	English Composition II	3	0	0	3
PMT	1123	Employee & Labor Relations	3	0	0	3
PMT	1133	Finance	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
	TOTAL					**15**
2nd Year		**1st Semester**				
ACC	1213	Principles of Accounting I	3	0	0	3
MMT	2233	Human Resource Management	3	0	0	3
PMT	2113	Mail Processing	3	0	0	3
PMT	2213	Postal Management Seminar I	3	0	0	3
SOC	2113	Introduction to Sociology	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**18**
2nd Year		**2nd Semester**				
ACC	1223	Principles of Accounting II	3	0	0	3
PMT	2123	Customer Services	3	0	0	3
PMT	2133	Postal Problem Analysis	3	0	0	3
PMT	2223	Postal Management Seminar II	3	0	0	3
		Elective				3
	TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree						**64**

QUALITY ASSURANCE TECHNOLOGY
Inspection & Testing Technology Option

Program Description: The Inspection and Testing Technology curriculum is designed to develop Quality Control Inspectors and Non-Destructive Testing Technicians for employment in a wide range of industry environments including: a) power plants (nuclear & fossil), b) chemical plants, c) oil fields, d) refineries and e) manufacturing. Upon completion of the program, including the 3-month on-site internship work experience, graduate technicians become eligible for certification as a Certified Quality Control Inspector Level I and Certified Non-Destructive Testing Technician Level 1. In addition, they will have met the education/training requirements for Level II certification which can be accorded following an additional nine (9) months of work experience.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
CHE	1213	General Chemistry I	3	0	0	3
CHE	1211	General Chemistry I Laboratory	0	3	0	1
CPT	1114	Introduction to Computers (or CSC 1113)	3	2	0	4
ENG	1113	English Composition I	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
QAT	1113	Introduction to Quality Assurance & Control	2	2	0	3
	TOTAL					**17**
1st Year		**2nd Semester**				
ENG	1123	English Composition II	3	0	0	3
MAT	1323	Trigonometry	3	0	0	3
QAT	1213	Statistical Process Control	2	2	0	3
QAT	1313	Drawings & Specifications	2	2	0	3
QAT	1413	Inspection & Testing Technology	2	2	0	3
QAT	1513	Properties of Materials	2	2	0	3
	TOTAL					**18**
Summer Session (12 weeks)						
QAT	1616	Internship Work Experience (optional)	0	0	18	6
QAT	1623	Internship Seminar (optional)	3	0	0	3
	TOTAL					**9**
2nd Year		**1st Semester**				
PHY	2414	General Physics I	3	2	0	4
QAT	2114	Non-Destructive Testing I	3	2	0	4
QAT	2213	Inspection Techniques I	2	2	0	3
SPT	1113	Oral Communication	3	0	0	3
		Elective				3
	TOTAL					**17**
2nd Year		**2nd Semester**				
MCT	1413	Industrial Safety	3	0	0	3
* QAT	2124	Non-Destructive Testing II	3	2	0	4
		(OR)				
* QAT	2223	Inspection Techniques II	2	2	0	3
		Behavioral/Social Science Elective				3
		Elective				3
	TOTAL					**12 or 13**

COMPLETION AWARD: Associate in Applied Science Degree **64 or 65**

** Students are allowed to choose QAT 2124 or QAT 2223 or both.*

Note: Summer session may be used as unspecified electives, or for required experience necessary for certification, or both. QAT 1616 provides three (3) months of work experience.

RADIOGRAPHY TECHNOLOGY
(Radiologic Technology)

Program Description: This program is designed as a college-level associate degree path for those people who have completed a CAHEA/JRCERT accredited diploma program in Radiography (Radiology) Technology after 1969 and are currently certified as a Registered Radiologic Technologist by the American Registry of Radiologic Technologists. Credit for RGT 2932 (32 semester hours) is recorded and the Associate in Applied Science Degree is awarded upon completion of the following: (1) completion of the prescribed 32 semester hours of general and related education (12 semester hours of which must be completed at Hinds Community College), (2) receipt of an official program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school or agency awarding the diploma, and (3) receipt of an official document from the American Registry of Radiologic Technologists confirming current registration.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #		COURSE TITLE	LEC	LAB	SWE	SCH
1st Year		**1st Semester**				
BIO	2513	Human Anatomy & Physiology I	3	0	0	3
BIO	2511	Human Anatomy & Physiology Laboratory I	0	2	0	1

CSC	1113	Introduction to Computer Concepts (or CPT 1114)	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**16**
1st Year		**2nd Semester**				
BIO	2523	Human Anatomy & Physiology II	3	0	0	3
BIO	2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
ENG	1123	English Composition II	3	0	0	3
		Behavioral/Social Science Electives				6
		Mathematic/Science Elective				3
	TOTAL					**16**
2nd Year						
RGT	2932	Radiography Technology Program Completion & Registration				32
COMPLETION AWARD: Association in Applied Science Degree						**64**

RESPIRATORY CARE TECHNOLOGY (1 + 1)

Program Description: The Respiratory Care Technology Program prepares the individual to administer respiratory care under the direction of a physician, evaluate the patient's progress, and make recommendations for respiratory therapy. Included is instruction in ventilatory therapy, cardio-respiratory rehabilitation, micro-environmental control, and diagnostic testing of the respiratory system. The two levels of education recognized by the National Board of Respiratory Therapy are a) the certification level student (technician) and b) the registry level student (therapist). This program is accredited by the (AMA-CAHEA) Joint Review Committee for Respiratory Therapy Education.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
Summer Session						
AHT	1012	Essential Skills for Allied Health	2	0	0	2
BIO	2513	Human Anatomy and Physiology I	3	0	0	3
BIO	2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
BIO	2523	Human Anatomy and Physiology II	3	0	0	3
BIO	2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
	TOTAL					**10**
1st Year		**1st Semester**				
RCT	1114	Respiratory Care Science	3	2	0	4
RCT	1216	Respiratory Care Technology I	2	8	0	6
RCT	1313	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCT	1412	Patient Assessment	2	0	0	2
SPT	1113	Oral Communications	3	0	0	3
	TOTAL					**18**
1st Year		**2nd Semester**				
ENG	1113	English Composition I	3	0	0	3
RCT	1224	Respiratory Care Technology II	3	2	0	4
RCT	1322	Pulmonary Function Testing	1	2	0	2
RCT	1516	Clinical Practice I	0	0	24	6
	TOTAL					**15**
Summer Session						
RCT	1524	Clinical Practice II	0	0	16	4
	TOTAL					**4**
COMPLETION AWARD: Technical Certificate (One Year)						**47**
2nd Year		**1st Semester**				
CHE	1313	Principles of Chemistry I	3	0	0	3
CHE	1311	Principles of Chemistry Laboratory I	0	3	0	1
CSC	1113	Introduction to Computer Concepts (or CPT 1114)	3	0	0	3
RCT	2234	Respiratory Care Technology III	3	2	0	4
RCT	2333	Cardiopulmonary Pathology	3	0	0	3
RCT	2532	Clinical Practice III	0	0	8	2
	TOTAL					**16**

2nd Year		**2nd Semester**				
ENG	1123	English Composition II	3	0	0	3
RCT	2343	Cardiopulmonary Life Support	2	2	0	3
RCT	2544	Clinical Practice IV	0	0	16	4
RCT	2612	Neonatal/Pediatrics Management	0	2	0	2
		Behavioral/Social Science Elective				3
	TOTAL					**15**
COMPLETION AWARD: Associate In Applied Science Degree						**78**

Note: AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses.

SUPERVISION AND MANAGEMENT TECHNOLOGY
(Offered Through Industrial Services Only)

Program Description: The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government areas where currently employed.

Campus Location(s): Raymond Campus

COURSE #		**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year		**1st Semester**				
ECO	2113	Principles of Economics I	3	0	0	3
MAT	1313	College Algebra	3	0	0	3
MCT	1413	Industrial Safety	3	0	0	3
MCT	2713	Principles of Supervision	3	0	0	3
MMT	1213	Principles of Management	3	0	0	3
	TOTAL					**15**
1st Year		**2nd Semester**				
ACC	1213	Principles of Accounting I	3	0	0	3
ENG	1113	English Composition I	3	0	0	3
MCT	2663	Motion & Time	2	2	0	3
MCT	2694	Production Planning & Problems	1	6	0	4
MMT	2233	Human Resource Management	3	0	0	3
	TOTAL					**16**
2nd Year		**1st Semester**				
ENG	1123	English Composition II	3	0	0	3
MCT	2623	Introduction to Quality Control	3	0	0	3
PSY	1513	General Psychology I	3	0	0	3
SOC	2113	Introduction to Sociology	3	0	0	3
		Elective				3
	TOTAL					**15**
2nd Year		**2nd Semester**				
CPT	1114	Introduction to Computers (or CSC 1113)	3	2	0	4
MCT	2213	Labor Law for Supervisors	3	0	0	3
MCT	2773	Job Analysis	3	0	0	3
MCT	2783	Labor Relations	3	0	0	3
SPT	1113	Oral Communications	3	0	0	3
		Elective				3
	TOTAL					**19**
COMPLETION AWARD: Associate in Applied Science Degree						**65**

SURGICAL TECHNOLOGY (1 + 1)

Program Description: Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Graduates of the program receive a certificate from the college and are eligible to take the National Certifying examination to become Certified Surgical Technologists (CST). This program is accredited by the (AMA-CAHEA) Accreditation Review Committee on Education in Surgical Technology.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
TOTAL					**2**
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
SUT 1113	Introduction to Surgical Technology	3	0	0	3
SUT 1216	Principles of Surgical Technique	2	8	0	6
SUT 1314	Surgical Anatomy	3	2	0	4
SUT 1413	Surgical Microbiology	3	0	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
SUT 1517	Basic and Related Surgical Procedures	4	0	12	7
SUT 1527	Specialized Surgical Procedures	4	0	12	7
	Mathematic/Science Elective				3
TOTAL					**17**
Summer Session					
SUT 1537	Advanced Surgical Procedures	4	0	12	7
TOTAL					**7**
COMPLETION AWARD: Technical Certificate (One Year)					**45**
2nd Year	**1st Semester**				
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Laboratory	0	2	0	1
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
TOTAL					**4**
COMPLETION AWARD: Associate in Applied Science Degree					**66**

VETERINARY TECHNOLOGY (1 + 1)
(In Cooperation With Mississippi State University College of Veterinary Medicine)

Program Description: The Veterinary Technology program is a one-plus-one program offered by the Agriculture Department of Hinds Community College and the College of Veterinary Medicine at Mississippi State University. The first year is taught at Hinds Community College and the second year is taught at Mississippi State University. This program is accredited by the American Veterinary Medical Association. Graduates may become a Certified Veterinary Technician upon passing the certification examination offered by the Mississippi Veterinary Medical Board. Employment opportunities for Veterinary Technicians include: small and large animal practices, medical research; pharmaceutical research; wildlife rehabilitation; humane societies; zoological parks; and government agencies.

Campus Location(s): Raymond Campus (1st year)
Mississippi State University College of Veterinary Medicine (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
VAT 1111	Veterinary Mathematics Calculations	1	0	0	1
VAT 1213	Animal Restraint and Medication	2	2	0	3
VAT 1314	Animal Anatomy and Physiology	3	2	0	4
VAT 1414	Surgical and Hospital Techniques I	3	2	0	4
	Mathematic/Science Elective				3
TOTAL					**18**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
VAT 1424	Surgical and Hospital Techniques II	3	2	0	4
VAT 1513	Animal Parasites and Diseases	3	0	0	3
VAT 1613	Clinical Pathology	2	2	0	3
	Behavioral/Social Science Elective				3
	Humanities/Fine Arts Elective				3
TOTAL					**19**
2nd Year	**Rotations at MSU-CVM**				
VAT 2174	Laboratory Animals				4
VAT 2184	Internship				4
VAT 2214	Small Animal Health Assessment Service				4
VAT 2224	Small Animal Medicine				4
VAT 2234	Large Animal Clinic				4
VAT 2244	Field Services				4
VAT 2254	Small Animal Surgery				4
VAT 2264	Anesthesia				4
VAT 2274	Radiology				4
VAT 2284	Laboratory Services				4
VAT 2294	Pharmacy Service/Necropsy				4
TOTAL					**44**
COMPLETION AWARD: Associate in Applied Science Degree					**81**

TECHNICAL COURSE DESCRIPTIONS

AGRIBUSINESS MANAGEMENT TECHNOLOGY

AGT 1111 **Survey of Agricultural Technology** **1 SH**
(Prerequisite: None) A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lectures and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. (1 hr lecture)

AGT 1214 **Applied Principles of Animal Production** **4 SH**
(Prerequisite: None) A course to provide students with basic principles related to the production of farm animals. Includes instruction in the basic production cycle, breeding, nutrition, and health of beef and dairy cattle, hogs, poultry, and catfish. (3 hr lecture, 2 hr lab)

AGT 1313 **Applied Principles of Plant Production** **3 SH**
(Prerequisite: None) A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction on photosynthesis and transpiration, plant nutrition, pest control, and reproduction. (2 hr lecture, 2 hr lab)

AGT 1413 **Principles of Agricultural Management** **3 SH**
(Prerequisite: None) A course which provides instruction in organization and structure of agricultural businesses, decision making and the planning process for farming operations. (2 hr lecture, 2 hr lab)

AGT 1513 **Principles of Agricultural Marketing** **3 SH**
(Prerequisite: None) An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. (2 hr lecture, 2 hr lab)

AGT 1613 **Agricultural Records** **3 SH**
(Prerequisite: None) An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. (3 hr lecture)

AGT 1714 **Applied Soils Conservation and Use** **4 SH**
(Prerequisite: None) A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. (3 hr lecture, 2 hr lab)

AGT 2113 **Supervised Agricultural Experience I** **3 SH**
(Prerequisite: Sophomore standing) This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor. (9 hr supervised work experience)

AGT 2163 **Special Problem in Agricultural business Management** **3 SH**
(Prerequisite: Sophomore standing) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)

AGT 2213 **Agricultural Sales** **3 SH**
(Prerequisite: None) A course in the advertising, sales, and promotion of agricultural supplies and services. (3 hr lecture)

AGT 2313 **Human Relations in Agribusiness** **3 SH**
(Prerequisite: None) A course to study human relations as related to agricultural occupations. Includes instruction on topics such as morale, burnout, stress, work habits, and communications. (3 hr lecture)

AGT 2663 **Applied Animal Nutrition** **3 SH**
(Prerequisite: AGT 1214) A comprehensive course of study on the practical principles and applications of nutrition. (2 hr lecture, 2 hr lab)

AGT 2713 **Beef Production I** **3 SH**
(Prerequisite: AGT 1214) A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. (2 hr lecture, 2 hr lab)

AGT 2723 **Beef Production II** **3 SH**
(Prerequisite: AGT 2713) A continuation of Beef Production I with emphasis on management, herd health, and marketing. (2 hr lecture, 2 hr lab)

ALLIED HEALTH

AHT 1012 **Essential Skills for Allied Health** **2 SH**
(Prerequisite: None) This course is composed of the prerequisite essential skills necessary for success in the allied health programs. It is designed for students with no previous training the field. (2 hr lecture)

AHT 1021 **Essential Skills for Allied Health Lab** **1 SH**
(Prerequisite: AHT 1012) This is an accompanying lab for AHT 1012 for Practical Nursing students. (2 hr lab)

AVIATION MAINTENANCE TECHNOLOGY

APT 1114 **Aviation Applied Science** **4 SH**
A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

APT 1123 **Aviation Electricity I** **3 SH**
(Pre/Co-requisite: APT 1114) A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law.

APT 1134 **Aviation Materials and Processes** **4 SH**
(Pre/Co-requisite: APT 1123) A study of materials and processes used in the construction and repair of aircraft and components, fluid lines, and fittings, and corrosion protection.

APT 1143 **Aircraft Servicing and Weight-and-Balance** **3 SH**
(Pre/Co-requisite: APT 1134) A study of aircraft ground operation and servicing and weight-and-balance check and records.

APT 1153 **Maintenance Forms and Records** **3 SH**
Pre/Co-requisite: APT 1143) A study of maintenance publications, maintenance forms, and records, and mechanic privileges and limitations.

APT 1162 **Reciprocating Engine Theory** **2 SH**
A study of theory and principles of operation of reciprocating engines.

APT 1214 **Reciprocating Engine Overhaul and Inspection** **4 SH**
(Prerequisite: APT 1162) This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly.

APT 1222 **Turbine Engine Theory** **2 SH**
(Pre/Co-requisite: APT 1214) A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

APT 1234 **Turbine Engine Overhaul and Inspection** **4 SH**
(Pre/Co-requisite: APT 1222) A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines.

APT 1241 **Powerplant Conformity Airworthiness Inspection** **1 SH**
(Pre/Co-requisite: APT 1214, APT 1233) Inspection of aircraft powerplant for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

APT 1255 **Lubrication and Fuel Metering Systems** **5 SH**
(Pre/Co-requisite: APT 1241) The study of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants.

APT 1263 **Induction, Cooling, and Exhaust Systems** **3 SH**
(Pre/Co-requisite: APT 1214, APT 1233) A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems.

APT 2115 **Aviation Electricity II** **5 SH**
(Prerequisites: APT 1214, APT 1233) The study of aircraft engine system including instruments, engine fire protection, engine electrical, ignition, and starting.

APT 2123 **Propellers And Powerplant Review** **3 SH**
(Prerequisites: APT 1162, APT 2115) A study of inspect, check, service, and repair fixed pitch, constant spell, and feathering propellers. Included are propeller governing system, propeller synchronizing, and ice removal system. Review of powerplant courses.

APT 2136 **Structures I** **6 SH**
A study of sheet metal structures and welding processes.

APT 2144 **Structures II** **4 SH**
(Pre/Co-requisite: APT 2136) A study of aircraft wood and non-metallic structures, covering, and finishes.

APT 2212 **Flight Control** **2 SH**
(Prerequisite: APT 2144) A study of aircraft rigging and assembly.

APT 2223 **Aviation Electricity III** **3 SH**
(Pre/Co-requisite: APT 2212) A study of airframe electricity system and components including wiring, switches, and controls.

APT 2232 **Hydraulic and Pneumatic Power Systems** **2 SH**
(Pre/Co-requisite: APT 2223) A study of aircraft hydraulic and pneumatic power systems and components.

APT 2243 **Landing Gear and Protection** **3 SH**
(Pre/Co-requisite: APT 2223) A study of aircraft landing gear systems, position, and warning systems, and ice and rain control systems.

APT 2251 **Environmental Control** **1 SH**
(Pre/Co-requisite: APT 2223) A study of cabin atmosphere control systems.

APT 2264 **Aircraft Instrumentation Systems** **4 SH**
(Pre/Co-requisite: APT 2223) A study of aircraft instrument systens, communications and navigation systems.

APT 2271 **Aircraft Fuel Systems** **1 SH**
(Pre/Co-requisite: APT 2223) A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses.

APT 2282 **Airframe Inspection and Review** **2 SH**
(All Airframe courses) A study of airframe conformity and air worthiness inspections and maintenance procedures. Review of all airframe courses.

BANKING AND FINANCE TECHNOLOGY

BFT 1113 **Principles of Banking** **3 SH**
(Prerequisite: None) Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)

BFT 1123 **Money and Banking** **3 SH**
(Prerequisite: None) Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

BFT 1133 **Bank Management** **3 SH**
(Prerequisite: None) New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

BFT 1143 **Savings and Time Deposit Banking** **3 SH**
(Prerequisite: None) Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences. (3 hr lecture)

BFT 1153 **Writing for Results: Written Communication for Bankers** **3 SH**
(Prerequisite: None) For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

BFT 1163 **Supervision and Personnel Administration** **3 SH**
(Prerequisite: None) Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

BFT 1173 **Law and Banking Principles** **3 SH**
(Prerequisite: None) Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)

BFT 1183 **Management Fundamentals** **3 SH**
(Prerequisite: None) Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)

BFT 1213 **Lending to Agricultural Enterprises** **3 SH**
(Prerequisite: None) General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

BFT 1223 **Real Estate Finance** **3 SH**
(Prerequisite: None) Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

BFT 1233 **Bank Accounting** **3 SH**
(Prerequisite: None) Increased competition has focused attention on the need for personnel who are trained to analyze, interpret, and use financial data in a variety of applications. Bank Accounting meets this need and is designed to teach bank accounting principles and apply them to typical bank financial statements. The text discusses those aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically throughout the text. (3 hr lecture)

BFT 1243 **Bank Control and Audit** **3 SH**
(Prerequisite: None) Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the need for control and learn how to evaluate those controls. The course provides the insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. (3 hr lecture)

BFT 1253 **Consumer Credit Analysis** **3 SH**
(Prerequisite: None) This course is designed for individuals who understand the basics of consumer lending and its function within a bank, but need specific training on the many aspects of making a consumer loan. (3 hr lecture)

BFT 1263 **Corporate Banking: A Practical Approach To Lending** **3 SH**
(Prerequisite: None) A common sense approach to understanding the lending environment within a bank, this course provides the new or less-experienced commercial lender with a firm grasp of the sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Emphasis is practical and technical rather than theoretical. (3 hr lecture)

BFT 1273 **Corporate Securities Services** **3 SH**
(Prerequisite: None) This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. In addition, the program familiarizes students with the features, benefits and users of corporate securities products and services. The course also emphasizes the development of those skills required to perform the operational activities involved in delivering corporate securities products and services. (3 hr lecture)

BFT 1283 **Deposit Operations** **3 SH**
(Prerequisite: None) This course examines the deposit operations of banks in the context of the U.S. payment system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanism are also covered. (3 hr lecture)

BFT 1293 **Financial Planning For Bankers** **3 SH**
(Prerequisite: None) This course presents the fundamental concepts of financial planning. Its goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the current banking environment. The content is divided into two major sections. The first discusses the financial planning concept and its impact on bank personnel and consumers in an era of industry change. The second provides a framework for exploring the basic components of a financial plan, i.e., taxes, credit, housing and so on. (3 hr lecture)

BFT 1313 **Analyzing Financial Statements** **3 SH**
(Prerequisite: None) Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

BFT 1323 **Bank Cards** **3 SH**
(Prerequisite: None) An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's pro-

file, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

BFT 1333 **Statement Analysis** **3 SH**
(Prerequisite: None) This revision of a popular series teaches the basic concepts and skills of statement analysis. Based on a 5-part, reusable self-instructional format, the components can be combined in various ways for maximum flexibility. Designed as a "how to" training program, the series offers immediate benefits for on-the-job applications. The revision incorporates the two previous offerings of Statement Analysis and Funds Statement/Funds Flow Analysis under one umbrella program. (3 hr lecture)

BFT 1343 **Retail Banking Series** **3 SH**
(Prerequisite: None) This series consists of four programs that may be offered together or independently. The programs are Retail Management, Sales Management, Financial Performance of Banks and Selling Skills for Bankers. (3 hr lecture)

BFT 1373 **Contemporary Issues in Banking** **3 SH**
(Prerequisite: None) This course provides an overview of contemporary problems and issues that confront the banking industry today. The course focuses on the latest competitive, regulatory, technological, and market related developments that continue to alter the nature of commercial banking. (3 hr lecture)

BFT 2123 **Consumer Lending** **3 SH**
(Prerequisite: None) Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

BFT 2133 **Introduction To Commercial Lending** **3 SH**
(Prerequisite: None) This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)

BFT 2143 **Credit Department Management** **3 SH**
(Prerequisite: None) This course is designed for credit department organizer or manager. A source of information directly applicable to the job situation with the goal of achieving maximum direct on-the-job application. (3 hr lecture)

BFT 2153 **Inside Commercial Banking** **3 SH**
(Prerequisite: None) Designed for higher-level entry bankers, this course is appropriate for persons desiring an overview of the commercial banking industry. This course highlights the Monetary Control Act, the threat of non-banking competitors, interstate banking activities and regulations multinational banking and recent developments in Electronic Funds Transfer. (3 hr lecture)

BFT 2213 **Marketing for Bankers** **3 SH**
(Prerequisite: None) Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Overview for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

BFT 2313 **Bank Investments** **3 SH**
(Prerequisite: None) Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

BFT 2323 **Investment Basics and Beyond** **3 SH**
(Prerequisite: None) This course examines how the securities business works and broadens the student's knowledge of the investment services offered by their trust department. (3 hr lecture)

BFT 2333 **Loan Officer Development** **3 SH**
(Prerequisite: None) This course focuses on people-skills and problem-solving. This well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressures, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. (3 hr lecture)

BFT 2343 **Economics for Bankers** **3 SH**
(Prerequisite: None) This course helps the student increase their understanding of economics as it relates to banking. Special emphasis is placed on macroeconomics, basics of economic theory, application of economics to banking, and other economic topics of importance to bankers. (3 hr lecture)

BFT 2413 **The Trust Business** **3 SH**
(Prerequisite: None) Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

BFT 2423 **International Banking** **3 SH**
(Prerequisite: None) Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

BFT 2433 **Trust Management** **3 SH**
(Prerequisite: None) This course is designed for the requirements for more specialists to become qualified managers within the trust departments. (3 hr lecture)

BFT 2443 **Trust Investments** **3 SH**
(Prerequisite: None) This course focuses on the theory and practice of trust department investment services. Economic forecasting principles and their application along with investment policies and portfolio management are covered. (3 hr lecture)

BFT 2723 **Securities Processing** **3 SH**
(Prerequisite: None) This course is particularly relevant for operations personnel who wish to develop a broad knowledge of the securities business and its application within the banking environment. The text emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. Emphasis is also placed upon skills development. Through this course, the student will learn to perform specific securities processing activities with care and accuracy. (3 hr lecture)

BFT 2813 **Management of Commercial Bank Funds** **3 SH**
(Prerequisite: None) Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and related each to the other. (3 hr lecture)

BFT 2823 **Law and Banking Applications** **3 SH**
(Prerequisite: None) The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture)

BFT 2833 **Federal Regulation of Banking** **3 SH**
(Prerequisite: None) A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

BFT 2843 **Branch Management** **3 SH**
(Prerequisite: None) Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture)

BUSINESS & OFFICE TECHNOLOGY

BOT 1013 **Keyboarding I** **3 SH**
(Prerequisite: None) This course provides an introduction and essential skill development using the touch system on the alphabetic keyboard. (2 hr lecture, 2 hr lab)

BOT 1023 **Keyboarding II** **3 SH**
(Prerequisite: BOT 1013) Skill building in speed and accuracy on the Keyboard. (2 hr lecture, 2 hr lab)

BOT 1113 **Document Formatting and Production** **3 SH**
(Prerequisite: BOT 1013 or equivalent) This course continues the development of keyboarding speed and accuracy. Emphasis is on formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. (2 hr lecture, 2 hr lab)

BOT 1123 **Word Processing Applications** **3 SH**
(Prerequisite: BOT 1013 or equivalent) This course is designed to enable the student to produce complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (2 hr lecture, 2 hr lab)

BOT 1133 **Information Processing** **3 SH**
(Prerequisite: BOT 1013 or equivalent) Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheet, and data base management. (2 hr lecture, 2 hr lab)

BOT 1213 **Professional Development** **3 SH**
(Prerequisite: None) Designed to develop an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, ethics, stress management, human relations skills and organizational dynamics. (3 hr lecture)

BOT 1313 **Applied Business Mathematics** **3 SH**

(Prerequisite: None) A course designed to develop competency in mathematics for business use. Fundamental principles and operations in mathematics are applied to real-life situations such as earning, saving, investing, home ownership. transportation, taxes and operating business enterprises such as retailing and manufacturing. (3 hr lecture)

BOT 1413 **Records Management** **3 SH**

(Prerequisite: None) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall - paper, image, and digital - and the treatment of these categories in proper management, storage, and retrieval. The student will apply decision-making, judgment, and other management skills to case studies. Basic application of filing classification skills will also be taught. (3 hr lecture)

BOT 1433 **Business Accounting** **3 SH**

(Prerequisite: None) Designed to give students an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpretation and reporting of the resulting effects upon the business. Previous knowledge of accounting is not required. (3 hr lecture)

BOT 1513 **Machine Transcription** **3 SH**

(Prerequisite: BOT 1013 or equivalent) This course is designed to teach the student to transcribe a wide variety of business communications from machine dictation and to introduce the student to products, services, and terminology encountered in various types of business organizations. The coordination of typewriting and transcribing skills in the production of business communication will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary is stressed. (2 hr lecture, 2 hr lab)

BOT 1613 **Shorthand I** **3 SH**

(Prerequisite: None) Introduction to the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. (2 hr lecture, 2 hr lab)

BOT 2133 **Desktop Publishing** **3 SH**

(Prerequisite: BOT 1133) Introduction to desktop publishing concepts. Elements of attractive page layout and design will be stressed. Desktop publishing software will be used to develop a set of publishing projects. (2 hr lecture, 2 hr lab)

BOT 2413 **Computerized Accounting** **3 SH**

(Prerequisite: BOT 1433) A study of the major areas of a computerized accounting system - general ledger, accounts receivable, accounts payable, payroll and depreciation. Introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership and a corporation. (2 hr lecture, 2 hr lab)

BOT 2623 **Shorthand II** **3 SH**

(Prerequisite: BOT 1613) A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. (2 hr lecture, 2 hr lab)

BOT 2713 **Advanced Microcomputer Applications** **3 SH**

(Prerequisite: BOT 1133) Instruction includes using DOS and applications software with integrated activities including word processing, database, spreadsheet, graphics and telecommunications. Students will use the computer to complete many activities and projects of a realistic business nature. Sources of software, guidelines for evaluating software, software manuals, and software license agreements will be covered. (2 hr lecture, 2 hr lab)

BOT 2723 **Administrative Office Procedures** **3 SH**

(Prerequisite: BOT 1013) A course designed to provide essential skills required for a typical business office. Instruction includes office protocol, prioritizing, telephone techniques, office equipment, mail services, reference materials, and travel and meeting arrangements. Simulated office activities will be used to provide reinforcement of these skills. (2 hr lecture, 2 hr lab)

BOT 2733 **Administrative Office Management** **3 SH**

(Prerequisite: None) A course to provide management skills in an integrated electronic environment. Includes instruction and application of management theories, supervisory styles, personnel procedures, directing and leadership, organization and procedures, and office systems technology. Through the use of software, students are able to track and report on critical information for managers such as planning and scheduling, monitoring progress, resource management, tracking costs, reports, and "what if" analysis. (3 hr lecture)

BOT 2743 **Small Business Management** **3 SH**

(Prerequisite: None) The study of the creation and management of small firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of small businesses. (3 hr lecture)

BOT 2813 **Business Communications** **3 SH**

(Prerequisite: BOT 1013 or equivalent) The study of office related communications with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. (3 hr lecture)

BOT 2833 **Data Base Management** **3 SH**
(Prerequisite: BOT 1133) Advanced application of data base concepts using a data management program to create files, enter and update data, and retrieve information. (2 hr lecture, 2 hr lab)

BOT 2843 **Electronic Spreadsheet Applications** **3 SH**
(Prerequisite: BOT 1133) Advanced applications of electronic spreadsheets as an aid to management decision making. (2 hr lecture, 2 hr lab)

BOT 2913 **Supervised Work Experience** **3 SH**
(Prerequisite: None) Related on-the-job training. Employing firm and type of work experience to be approved by the Department of Business and Office and Related Technology. (9 hr supervised work experience)

CHILD DEVELOPMENT TECHNOLOGY

CDT 1014 **Essential Skills for Child Development Technology** **4 SH**
(Prerequisite: None) This course is composed of the essential skills from the high school Occupational Child Care curriculum. This course is designed for students entering the Child Development Technology Programs curriculum who have had no previous training in the field. (3 hr lecture, 2 hr lab)

CDT 1115 **Child Care Profession** **5 SH**
(Prerequisite: CDT 1014) This course provides activities in the types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (3 hr lecture, 4 hr lab)

CDT 1213 **Infant and Toddler Development** **3 SH**
(Prerequisite:CDT1014)This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving. (3 hr lecture)

CDT 1221 **Physical Motor Development for the Preschool Child** **1 SH**
(Prerequisite: CDT 1014) Identifying and utilizing the patterns and stages of motor development of the preschool child. Practice in planning and evaluating physical motor activities and equipment. (2 hr lab)

CDT 1235 **Child Growth and Development** **5 SH**
(Prerequisite: CDT 1014) The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (3 hr lecture, 4 hr lab)

CDT 1313 **Art for Preschool Children** **3 SH**
(Prerequisite: CDT 1014) Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1323 **Language Arts for Preschool Children** **3 SH**
(Prerequisite: CDT 1014) Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1413 **Music for Preschool Children** **3 SH**
(Prerequisite: CDT 1014) Development of the preschool child in the areas of listening, singing, and movement. Planning musical experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1513 **Child Nutrition and Health Care** **3 SH**
(Prerequisite: None) Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2243 **Guiding Social and Emotional Behavior** **3 SH**
(Prerequisite: CDT 1014) Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2613 **Methods and Materials** **3 SH**
(Prerequisite: CDT 1014) Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2713 **Social Studies, Math, and Science for the Preschool Children** **3 SH**
(Prerequisite: CDT 1014) Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2813 **Administration of Preschool Programs** **3 SH**
(Prerequisite: CDT 1014) Concepts in the administration of quality preschool programs. (3 hr lecture)

CDT 2915 **Technical Practicum I** **5 SH**
(Corequisites: CDT 1313, CDT 1323, CPT 1413, CDT 1513) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. (10 hr lab)

CDT 2925 **Technical Practicum II** **5 SH**
(Corequisites: CDT 2243, CDT 2613, CDT 2713, CDT 2813) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. (10 hr lab)

CIVIL ENGINEERING TECHNOLOGY

CIT 1013 **Essential Skills for Civil Engineering Technology** **3 SH**
(Prerequisite: None) This course is composed of the essential skills from the high school Drafting and Design Technology curriculum. This course is designed for students entering Civil Technology who have had no previous training in the field. (2 hr lecture, 2 hr lab)

CIT 1113 **Route Surveying Lab** **3 SH**
(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The design of simple horizontal and vertical curves, grades, and related earthwork is covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are studied. Photogrammetric principles and applications are studied in a practical setting. (6 hr lab)

CIT 1213 **Road Design and Construction Methods and Materials** **3 SH**
(Prerequisite: DDT 1413) A study of available equipment and its use in excavation, materials, production, and building highways or erecting structures, roadway foundations, pavement surface properties, composition and design of flexible and concrete pavements. (2 hr lecture, 2 hr lab)

CIT 1223 **Road Construction Plans and Specifications** **3 SH**
(Prerequisite: None) A course to provide students with an introduction to the processes, plans, and procedures for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. (2 hr lecture, 2 hr lab)

CIT 2123 **Legal Principles of Surveying** **3 SH**
(Prerequisite: DDT 2433) Legal aspects of boundary controls and legal principles for land surveying. Methods of land boundary location. Land descriptions in accordance with original surveys and resurveys. (2 hr lecture, 2 hr lab)

CIT 2134 **Advanced Surveying Practices** **4 SH**
(Prerequisite: DDT 1413) This course teaches reading and interpretation of typical highway and bridge plans. Also included is familiarization of standard terms, symbols, layout, content, and organization of contract plans. (2 hr lecture, 4 hr lab)

CIT 2313 **Soil Mechanics** **3 SH**
(Prerequisite: None) Elementary study of exploring, sampling, testing, and evaluating subsurface materials and their effect on types of foundations and construction. (2 hr lecture, 2 hr lab)

CIT 2413 **Concrete and Hot Mix Asphalt Testing** **3 SH**
(Prerequisite: None) A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures. (2 hr lecture, 2 hr lab)

CIT 2513 **Water and Water Distribution** **3 SH**
(Prerequisite: None) A study of the hydrological principles in the distribution and movement of water on and under the earth's surface and in water distribution systems. (2 hr lecture, 2 hr lab)

CIT 2913 **Special Project** **3 SH**
(Prerequisite: Sophomore standing) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection a project will enhance the student's learning experience. (6 hr lab)

COMMERCIAL ART TECHNOLOGY

CAT 1113 **Graphic Design I** **3 SH**
(Prerequisite: None) A basic introduction to the skills of layout and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, paste-up, simple renderings, the printing processes, camera ready layouts, mechanicals, and layout formats. (6 hr lab)

CAT 1123 **Graphic Design II** **3 SH**
(Prerequisite: CAT 1113) A continuation of Graphic Design I with concentration on logos, color printing, mechanical color separations, overlays, screens, cropping, and scaling photographs for halftone reproduction. (6 hr lab)

CAT 1213 **Introduction to Graphic Interface Computers** **3 SH**
(Prerequisite: CAT 1113) An introduction to graphic interface computers with emphasis on word processing applications and operating system commands. (3 hr lecture)

CAT 2133 **Commercial Design and Advertising Studio** **3 SH**
(Prerequisite: CAT 1113) An individual or group study in an area of concentration in graphic arts specifically related to career goals and personal interest. (1 hr lecture, 4 hr lab)

CAT 2313 **Basic Advertising Design I** **3 SH**
(Prerequisite: CAT 1113) An introduction to basic Macintosh computer terminology to include tutorial software, basic desktop publishing software, basic word processing software, basic paint software, and basic drawing software. The student will learn to operate a scanner, a laser printer, and a color laser printer. (6 hr lab)

CAT 2323 **Basic Advertising Design II** **3 SH**
(Prerequisite: CAT 2313) Continuation of Basic Advertising Design I working with the Macintosh computer to develop modern advertising material utilizing drawing, writing, painting, and desktop publishing software. Includes the use of illustration software that permits four-color separations using the scanner and a color laser printer. (6 hr lab)

CAT 2333 **Practical Advertising Techniques** **3 SH**
(Prerequisites: CAT 1113, CAT 2313) A course designed to demonstrate interpersonal, organizational, and performance skills needed for productive employment. The student will develop creative work from concept to mechanical, learn advanced skills, develop a professional resume' and compile a portfolio (book). (6 hr lab)

CAT 2413 **Rendering Techniques** **3 SH**
(Prerequisite: CAT 1113) A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished art work. (6 hr lab)

COMPUTER PROGRAMMING TECHNOLOGY

CPT 1114 **Introduction to Computers** **4 SH**
(Prerequisite: None) Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Service course; not to be taken by Business and Office and Related Technology students. (3 hr lecture, 2 hr lab)

CPT 1214 **Computer Concepts and Programming Logic** **4 SH**
(Prerequisite: None) Introduction to the history, concepts, terminology, and theory of computers and programming logic. (3 hr lecture, 2 hr lab)

CPT 1224 **BASIC Programming Language** **4 SH**
(Prerequisite: None) Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. (3 hr lecture, 2 hr lab)

CPT 1234 **Introduction to RPG Programming Language** **4 SH**
(Prerequisite: None) This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. (3 hr lecture, 2 hr lab)

CPT 1244 **Introduction to COBOL Programming Language** **4 SH**
(Prerequisite: None) This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. (3 hr lecture, 2 hr lab)

CPT 1254 **FORTRAN Programming Language** **4 SH**
(Prerequisite: None) Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. (3 hr lecture, 2 hr lab)

CPT 1313 **Computer Operations** **3 SH**
(Prerequisite: CPT 1214) A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (2 hr lecture, 2 hr lab)

CPT 2264 **Advanced RPG Programming Language** **4 SH**
(Prerequisite: CPT 1234) This course introduces the student to the processing of multiple data files, tables, arrays, and screen processing. All student programs are written for the IBM System 36. (3 hr lecture, 2 hr lab)

CPT 2274 **Advanced COBOL Programming Language** **4 SH**
(Prerequisite: CPT 1244) The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. (3 hr lecture, 2 hr lab)

CPT 2284 **C Programming Language** **4 SH**
(Prerequisite: None) This course is designed to introduce the student to the C Programming Language and its basic functions. (3 hr lecture, 2 hr lab)

CPT 2324 **Systems Analysis and Design** **4 SH**
(Prerequisite: None) Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. (3 hr lecture, 2 hr lab)

DENTAL ASSISTING

DAT 1111 **Dental Orientation** **1 SH**
(Prerequisite: None) The development, function, status, and organization of the dental profession; and the legal, ethical, moral, and professional responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. (1 hr lecture)

DAT 1214 **Dental Assisting Materials** **4 SH**
(Prerequisite: None) Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (2 hr lecture, 4 hr lab)

DAT 1313 **Dental Science I** **3 SH**
(Prerequisite: None) Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

DAT 1323 **Dental Science II** **3 SH**
(Prerequisite: None) Microbiology, embryology, pathology. and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

DAT 1415 **Chairside Assisting I** **5 SH**
(Prerequisite: None) Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

DAT 1423 **Chairside Assisting II** **3 SH**
(Prerequisite: DAT 1415) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

DAT 1433 **Chairside Assisting III** **3 SH**
(Prerequisite: DAT 1423) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

DAT 1613 **Dental Radiology I** **3 SH**
(Prerequisite: None) Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

DAT 1622 **Dental Radiology II** **2 SH**
(Prerequisite: DAT 1613) Continuation of Dental Radiology I. Emphasis placed on clinical competence In exposing periapical radiographs. (4 hr lab)

DAT 1715 **Practice Management & Applied Psychology** **5 SH**
(Prerequisite: None) A comprehensive study of the dental office business procedures and applied psychology. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, professional ethics, basic theories of psychology, practical techniques for effective patient management, and guidelines for establishing interpersonal relationships among the dental health team. (4 hr lecture, 2 hr lab)

DAT 1812 **Dental Health Education** **2 SH**
(Prerequisite: None) Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)

DAT 1914 **Supervised Clinical Experience I** **4 SH**
(Prerequisites: DAT 1214, DAT 1415, DAT 1613) Supervised clinical experience in an authorized dental clinic. (16 hr clinical)

DAT 1922 **Supervised Clinical Experience II** **2 SH**
(Prerequisites: DAT 1214, DAT 1415, DAT 1613) Supervised clinical experience in an authorized dental clinic. (8 hr clinical)

DRAFTING AND DESIGN TECHNOLOGY

DDT 1113 **Introduction to Drafting** **3 SH**
(Prerequisite: None) Introduction to the field of drafting with emphasis on use and care of instruments, lettering, geometric construction, freehand sketching, orthographic projection, pictorial drawing, and a survey of drafting career opportunities to include electrical and piping, structural, topographic, machine and architectural drafting. (2 hr lecture, 2 hr lab)

DDT 1115 **Fundamentals of Drafting** **5 SH**
(Prerequisite: None) Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. (2 hr lecture, 6 hr lab)

DDT 1123 **Machine Drafting I** **3 SH**
(Prerequisite: DDT 1115) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures.(2 hr lecture, 2 hr lab)

DDT 1133 **Descriptive Geometry** **3 SH**
(Prerequisite: DDT 1115) Theory and problems designed to develop the ability to visualize points, lines, and surface space. (2 hr lecture, 2 hr lab)

DDT 1213 **Construction Materials** **3 SH**
(Prerequisite: None) A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. (2 hr lecture, 2 hr lab)

DDT 1223 **Cartography** **3 SH**
(Prerequisite: None) Introduces students to the fundamentals and techniques of map reading, map interpretation, mapmaking, and cartographic production.

DDT 1315 **Principles of Computer Aided Drafting (CAD)** **5 SH**
(Prerequisite: DDT 1115) This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 6 hr lab)

DDT 1413 **Elementary Surveying** **3 SH**
(Prerequisite: None) Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. (1 hr lecture, 4 hr lab)

DDT 1613 **Architectural Design I** **3 SH**
(Co-requisite: DDT 2623, Prerequisite: DDT 1115) Presentation and application of architectural drafting room standards. (1 hr lecture, 4 hr lab)

DDT 1713 **Introduction to Machining Processes** **3 SH**
(Prerequisite: None) An introduction to basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. (A course for drafting students with no previous machining experience.)

DDT 2113 **Database Construction and Maintenance** **3 SH**
(Prerequisite: DDT 1315) Introduction to database concepts and goals of Data Base Management Systems, relational, hierarchical, and network models of data. Relational algebra, Structured Query Language (SQL). Data organization and data access methods.

DDT 2133 **Aerial Photography Interpretation & Remote Sensing** **3 SH**
(Prerequisite: DDT 1315) Fundamentals of map and air photo characteristics including scale, feature identification, symbolization. Interpretation techniques of various products, including topographic and thematic maps, color aerial photographs, and satellite images.

DDT 2144 **Machine Drafting II** **4 SH**
(Prerequisite: DDT 1123) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 2 hr lab)

DDT 2213 **Highway Drafting** **3 SH**
(Prerequisites: DDT 1115, DDT 1315) This course includes the development of highway plans and profiles, cross-sections, and typical sections. (2 hr lecture, 2 hr lab)

DDT 2223 **Structural Drafting** **3 SH**
(Prerequisite: DDT 1115) Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. (2 hr lecture, 2 hr lab)

DDT 2233 **Cost Estimating** **3 SH**
(Prerequisite: None) Preparation of material and labor quantity surveys from actual working drawings and specifications. (2 hr lecture, 2 hr lab)

DDT 2243 **Statics and Strengths of Materials** **3 SH**
(Prerequisite: DDT 1115) Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. (1 hr lecture, 4 hr lab)

DDT 2253 **Fundamentals of Global Positioning Systems** **3 SH**
(Prerequisites: DDT 2113, DDT 1223) To provide an understanding of Global Positioning Systems concepts and operation in a concise manner minimizing the use of complex mathematical and engineering expressions.

DDT 2263 **Advanced Geographic Information Systems** **3 SH**
(Prerequisite: DDT 2123) Integrative course that encompasses geographic data inputs, processing and analyses directed toward objects of scientific investigation.

DDT 2273 **Advanced Remote Sensing** **3 SH**
(Prerequisite: DDT 2133) Remote sensing, interpretation and application of air photos and other remote sensing images.

DDT 2286 **Geographic Information Systems Internship** **6 SH**
(Prerequisite: Permission of Department Head) This course is designed to provide supervised on-the-job work experience in a Geographic Information Systems work environment. This work experience is an integral part of the student's education.

DDT 2325 **Advanced Computer Aided Drafting (CAD)** **5 SH**
(Prerequisite: DDT 1315) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab)

DDT 2336 **Computer Aided Drafting (CAD) Design II** **6 SH**
(Prerequisite: DDT 2325) Advanced 3D drawing, solid modeling techniques, and other compatible software. (4 hr lecture, 4 hr lab)

DDT 2346 **Computer Aided Design Seminar** **6 SH**
(Prerequisite: DDT 2325) Research carried out by the student in major area of computer aided drafting. Presentation of ideas can be in a paper format or electronic format. Emphasis on actual methods and practice used in industry. (4 hr lecture, 4 hr lab)

DDT 2423 **Mapping and Topography** **3 SH**
(Co-requisite: DDT 1413; Prerequisite: DDT 1315) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 2 hr lab)

DDT 2433 **Land Surveying Lab** **3 SH**
(Prerequisite: DDT 1413) This course teaches legal aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. (6 hr lab)

DDT 2523 **Survey of Electricity** **3 SH**
(Prerequisite: None) An introduction to Electronic Technology which provides students with the general nature of electronics occupations and basic skills associated with these occupations. (A course for non-electronic students with no previous experience.) (2 hr lecture, 2 hr lab)

DDT 2533 **Electrical and Piping Drafting** **3 SH**
(Prerequisite: DDT 1115) An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references is an integral part of this phase of drafting. (1 hr lecture, 4 hr lab)

DDT 2623 **Architectural Design II** **3 SH**
(Co-requisite: DDT 1613, Prerequisite: DDT 1115) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (1 hr lecture, 4 hr lab)

DDT 2723 **Supervised Field Experience I** **3 SH**
(Prerequisite: DDT 1115 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2733 **Supervised Field Experience II** **3 SH**
(Prerequisite: DDT 1115 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2813 **Blueprint Reading for Builders I** **3 SH**
(Prerequisite: None) This course places emphasis on the use of the scale, correct drafting techniques, lettering, sketching and shape description, and sectional views. (2 hr lecture, 2 hr lab)

DDT 2823 **Blueprint Reading for Builders II** **3 SH**
(Prerequisite: DDT 2813) This course is a continuation of Blueprint Reading for Builders I and places emphasis on symbols, floor plans, and elevation views. (2 hr lecture, 2 hr lab)

DDT 2915 **Special Project** **5 SH**
(Prerequisite: Minimum of 12 SH drafting courses.) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)

DDT 2926 **Special Project II** **6 SH**
(Prerequisite: Minimum of 12 SH drafting courses.) This course is to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lecture, 4 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
BIOMEDICAL TECHNOLOGY OPTION

EET 1111 **Orientation To Biomedical Careers** **1 SH**
A study of overall function, organization and operation of the Biomedical/Clinical Engineering Industry in the USA.

EET 2115 **Biomedical Internship I** **5 SH**
(Prerequisite: Sophomore standing in Electronics.) The student will intern in the Biomedical departments of at least two Jackson area hospitals and work under the supervision of a certified technician.

EET 2225 **Biomedical Internship II** **5 SH**
(Prerequisite: EET 2115) A continuation of Biomedical Internship I with the student intern in at least two other hospitals or departments relating to Biomedical Technology.

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION

CET 1113 **Satellite Systems** **3 SH**
(Prerequisite: None) A course to provide instruction and practice in the installation, setup, adjustment, and maintenance and service of satellite equipment including up and down links. (1 hr lecture, 4 hr lab)

CET 2213 **Diagnostics and Troubleshooting (Home Electronics) Lab** **3 SH**
(Prerequisites: EET 2813, CET 2823) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry-type setting. (6 hr lab)

CET 2313 **Video Recording Systems Lab** **3 SH**
(Prerequisites: EET 2813, EET 2823) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)

CET 2424 **Advanced Electronic Communications** **4 SH**
(Prerequisite: EET 2414) A continuation of Electronic Communications with additional instruction and practice on different types of communications equipment, including FM, SSB, and satellite systems. (2 hr lecture, 4 hr lab)

CET 2513 **Two-Way Radio Communications Lab** **3 SH**
(Prerequisite: CET 2424) A course in the installation and set up of commercial two-way radio including mobile units and base stations. (6 hr lab)

CET 2523 **Diagnostics and Troubleshooting (Radio Communications) Lab** **3 SH**
(Prerequisite: CET 2513) A course to provide practice in the servicing and repair of commercial two-way radio communication equipment. (6 hr lab)

CET 2823 **Video Systems Repair Lab** **3 SH**
(Corequisite: EET 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers and video monitors. (6 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION

CST 1213 **Failure Analysis** **3 SH**
(Prerequisite: EET 1116) A study of general and specific methods for analyzing failure in electronics circuits. (1 hr lecture, 4 hr lab)

CST 2113 **Computer Servicing I Lab** **3 SH**
(Prerequisite: EET 1324) A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (6 hr lab)

CST 2123 **Computer Servicing II Lab** **3 SH**
(Prerequisite: CST 2113) A continuation of Computer Servicing I with increased emphasis on system analysis, and diagnosis of board and component failures. Strong emphasis on laboratory experience with computer repair. (6 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRICAL TECHNOLOGY OPTION

ELT 2424 **Solid State Motor Control** **4 SH**
(Prerequisite: EET 1314) A course to introduce the student to the principles of solid state motor control. Includes construction and practice in the design and installation of different solid state devices for motor control. (2 hr lecture, 4 hr lab)

ELT 2614 **Programmable Logic Controllers** **4 SH**
(Prerequisites: EET 1214, ELT 2424) A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. (3 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

EET 1014 **Introduction to Electronics** **4 SH**
(Prerequisite: None) A course designed to provide students with knowledge and skills pertaining to safety and basic electronic principles and theory. (2 hr lecture, 4 hr lab)

EET 1116 **AC-DC Circuits** **6 SH**
(Prerequisite: None) A course designed to familiarize the student with principles and theories associated with AC and DC circuits. Includes the study of electrical circuits, electrical laws and equations, and the use of test equipment in performing analysis of electrical circuits. (4 hr lecture, 4 hr lab)

EET 1214 **Digital Electronics** **4 SH**
(Prerequisite: None) A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combinational logic circuits, and Boolean algebra. (3 hr lecture, 2 hr lab)

EET 1314 **Solid State Devices and Circuits** **4 SH**
(Prerequisite: EET 1116) A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. (2 hr lecture, 4 hr lab)

EET 1324 **Microprocessors** **4 SH**
(Prerequisite: EET 1214) A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (2 hr lecture, 4 hr lab)

EET 1613 **Systems Programming** **3 SH**
(Prerequisite: None) This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers) (2 hr lecture, 2 hr lab)

EET 1713 **Electronic Drafting** **3 SH**
(Prerequisite: None) A course designed to provide instruction on the preparation and interpretation of schematics. (1 hr lecture, 4 hr lab)

EET 2334 **Linear Integrated Circuits** **4 SH**
(Prerequisite: EET 1314) A course designed to provide the student with skills and knowledge pertaining to operational and differential amplifiers and their applications in electronic circuits, voltage regulators, and phase locked loops. (3 hr lecture, 2 hr lab)

EET 2414 **Electronic Systems** **4 SH**
(Prerequisite: EET 1314) A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Also included are industrial systems, robotics, fiber optics and other advanced electronic systems. (2 hr lecture, 4 hr lab)

EET 2423 **Introduction to Fiber Optics** **3 SH**
(Prerequisite: EET 2414) A course designed to provide skills and knowledge to students concerning the use of fiber optic cable in modern industry applications. (2 hr lecture, 2 hr lab)

EET 2514 **Interfacing Techniques** **4 SH**
(Prerequisite: EET 1324) A study of data acquisition devices and systems including their interface to microprocessors and other control systems. (2 hr lecture, 4 hr lab)

EET 2813 **Video Systems** **3 SH**
(Prerequisite: EET 1314) A study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. (2 hr lecture, 2 hr lab)

EET 2913 **Special Project** **3 SH**
(Prerequisite: Sophomore standing) A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1 hr lecture, 4 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
LASER ELECTRO-OPTIC TECHNOLOGY OPTION

LOT 2313 **Fiber Optics Systems** **3 SH**
(Prerequisite: None) This course is designed to introduce the student to optical fibers. Topics covered include types of fiber, fabrication, measurements, packaging, couplings, splices, connectors, sources, detectors, and systems examples. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ROBOTICS TECHNOLOGY OPTION

ROT 1113 **Introduction to Robotics** **3 SH**
(Prerequisite: None) This course is designed to introduce the student to industrial robots. Topics to be covered include robotic history, industrial robot configurations, operation, basic programming, and minor machine adjustments on hydraulically, pneumatically, and electrically driven robots. (2 hr lecture, 2 hr lab)

ROT 1213 **Industrial Hydraulics** **3 SH**
(Prerequisite: None) This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. (2 hr lecture, 2 hr lab)

ROT 1223 **Industrial Pneumatics** **3 SH**
(Prerequisite: None) This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electro-mechanical control of fluid power, and troubleshooting techniques. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
TELECOMMUNICATIONS TECHNOLOGY OPTION

TCT 1114 **Introduction to Telecommunications** **4 SH**
(Prerequisite: None) This course is designed to acquaint the student with the history of voice/data communication, fundamental concepts, and basic telephone service. (3 hr lecture, 2 hr lab)

TCT 2214 **Advanced Telephone Systems** **4 SH**
(Prerequisite: TCT 1114) This course gives the student information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including the 1A2 and electronic PBX. (3 hr lecture, 2 hr lab)

TCT 2314 **Digital Communications I** **4 SH**
(Prerequisite: TCT 1114) This course covers theories and concepts of data communications, design, installation, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PWM (pulse width modulation) and PCM (pulse code modulation). (3 hr lecture, 2 hr lab)

TCT 2324 **Digital Communications II** **4 SH**
(Prerequisite: TCT 2314) This course is a continuation of Digital Communications I and will familiarize the student with various modulation techniques and types of distortion associated with each of these techniques and the use of filtering to eliminate unwanted distortion. The course covers PCM and frequency shift keying, and contrasts the performance of PAM and PCM. (3 hr lecture, 2 hr lab)

TCT 2414 **Microwave and Satellite Systems** **4 SH**
(Prerequisite: TCT 2314) A course to develop understanding and skills associated with microwave and satellite applications in the telecommunications industry. (3 hr lecture, 2 hr lab)

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC

EMT 1116 **Emergency Medical Technology-Basic** **6 SH**
(Prerequisite: Approval of Emergency Medical Technology Admissions Committee) This course is designed for the United States Department of Transportation and the Mississippi EMS guideline. Includes an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth and extrication. (4 hr lecture, 4 hr clinical lab)

FASHION MERCHANDISING TECHNOLOGY

FMT 1113 **Fashion Design Fundamentals** **3 SH**
(Prerequisite: None) Examines factors influencing fashion color, line, and design. Includes applications of principles of art to clothing creation and selection. (2 hr lecture, 2 hr lab)

FMT 1213 **Introduction To Fashion Merchandising** **3 SH**
(Prerequisite: None) An introduction to the fashion industry, including fashion terminology and start-up activities involved in the fashion business. (2 hr lecture, 2 hr lab)

FMT 1223 **Fashion Product Knowledge** **3 SH**
(Prerequisite: None) The student analyzes women's, men's, and children's wear as well as accessories to gain a strong background in product information, terminology, and merchandise knowledge. (2 hr lecture, 2 hr lab)

FMT 1233 **Fashion Buying** **3 SH**
(Prerequisite: None) Study of the functions of the buyer within the retail operation. Includes logical sequences for activities and information necessary for buying fashion. (2 hr lecture, 2 hr lab)

FMT 1313 **Textiles in Fashion** **3 SH**
(Prerequisite: None) Examination of fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. (2 hr lecture, 2 hr lab)

FMT 2213 **Fashion Modeling** **3 SH**
(Prerequisite: None) Basic principles of image enhancement, wardrobing, fashion modeling, and fashion show production. (3 hr lecture)

FMT 2414 **Visual Merchandising** **4 SH**
(Prerequisite: None) Application of fundamental principles of design, perspective, and color theory to advanced projects including interior and exterior displays and trade booths. (2 hr lecture, 4 hr lab)

FMT 2513 **Image and Wardrobe Consulting** **3 SH**
(Prerequisite: None) Assessing and develop an appropriate client image for individuals in a variety of occupations and careers. Emphasis on solving figure problems, makeup techniques, wardrobe coordination, and use of modeling techniques to improve image. (2 hr lecture, 2 hr lab)

FMT 2613 **Fashion Sales Directing** **3 SH**
(Prerequisite: None) Principles and application of retail sales promotion with emphasis on display, advertising, publicity, fashion shows, and other special events. (2 hr lecture, 2 hr lab)

FMT 2915 **Internship** **5 SH**
(Prerequisite: None) Direct application of concepts, terminology, and theory of fashion merchandising technology. Students are placed in a work environment where they will have to solve problems as encountered in industry. (15 hr externship)

FOOD PROCESSING TECHNOLOGY

FPT 1113 **Introduction to the Food Industry** **3 SH**
(Prerequisite: None) Overview of the food industry including history and development. The changing nature of food, preservation techniques, quality and nutritional aspects, marketing, and distribution. (3 hr lecture)

FPT 1123 **Computations in Food Processing** **3 SH**
(Prerequisite: None) This course includes study of basic computational approaches as they apply to a wide range of food formulations and applications. (3 hr lecture)

FPT 1132 **Food Sensory Evaluation** **2 SH**
(Prerequisite: None) Sensory evaluation techniques used in food evaluation. Sensory evaluation in new food product development, quality control, and market research. Sensory evaluation methods. (2 hr lecture)

FPT 1143 **Food and Family Nutrition** **3 SH**
(Prerequisite: None) Functions and inter-relationships of various nutrients in the body; nutritional requirements during the life cycle; analysis of dietary intakes; individual and family food habits. (3 hr lecture)

FPT 1212 **Food Plant Sanitation** **2 SH**
(Prerequisite: None) Role of sanitation in producing food; chemistry and microbiology of cleaning and sanitation. Establishment of plant sanitation programs. Special cleaning needs of different food operations. (2 hr lecture)

FPT 1223 **Food Inspection and Regulations** **3 SH**
(Prerequisite: None) Federal, state, and local food laws. Attributes of food quality and their importance in the market place. Inspection regulations for food processing plants. Relevant standards and grades of raw and processed food products. (3 hr lecture)

FPT 1233 **Food Processing Technology** **3 SH**
(Prerequisite: None) Principles of food preservation and food engineering as they relate to freezing, canning, drying, packaging, and other processes. Modern methods of preparation, processing and preservation and their affect on the characteristics of food and food production. (2 hr lecture, 2 hr lab)

FPT 1313 **Food Internship I** **3 SH**
(Prerequisite: Sophomore standing) On-the job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 1323 **Food Internship II** **3 SH**
(Prerequisite: The student should be enrolled in Food Processing Technology.) On-the-job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 2113 **Food Quality Control** **3 SH**
(Prerequisite: None) Role of quality control/quality assurance systems in establishing and maintaining quality. Quality attributes, their measurements and systems for controlling, including statistical quality control. (2 hr lecture, 2 hr lab)

FPT 2214 **Food Microbiology** **4 SH**
(Prerequisite: BIO 2924 or Instructor approval) Further evaluation of food products, factors affecting the safety, shelf life and microbial quality of food products. The role of microorganisms in the food industry. Sanitation aspects of microbial quality of food. (3 hr lecture, 2 hr lab)

FPT 2223 **Food Product Analysis** **3 SH**
(Prerequisite: CHE 1313 or Instructor approval) Detail methods and techniques for analyzing food composition. Chemistry of different classes of foods; principles behind analysis methods and their use in the food industry; food deterioration, preservation and additives; and the effects of processing on food composition. (2 hr lecture, 2 hr lab)

FPT 2233 **New Product Development** **3 SH**
(Prerequisite: CHE 1313 or Instructor approval) Basic concepts in new product development, various aspects involved and contributions of many disciplines working together. Types of packaging materials and economic factors. (3 hr lecture)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION

CUT 1114 **Culinary Principles I** **4 SH**
(Prerequisite: None) Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of vegetables, soups, stocks, and sauces. (2 hr lecture, 4 hr lab)

CUT 1213 **Dining Room Management** **3 SH**
(Prerequisite: None) Management of a restaurant dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service include: (French, Russian, American, English) waited table service, limited service, counter, tray service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 hr lecture)

CUT 1224 **Culinary Principles II** **4 SH**
(Prerequisite: CUT 1114) Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of entrees, meat, poultry, meat cutting, broiling, sauteing, frying. (2 hr lecture, 4 hr lab)

CUT 1243 **Menu and Facilities Planning** **3 SH**
(Prerequisite: None) The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 hr lecture)

CUT 1253 **Purchasing and Receiving** **3 SH**
(Prerequisite: None) The basic principles of purchasing and writing specifications for food and supplies and proper receiving/storage techniques to control food cost and waste in a food operation. (2 hr lecture, 2 hr lab)

CUT 1256 **Culinary Arts Externship** **6 SH**
(Prerequisite: Sophomore standing) Supervised work experience in an approved food service establishment under the supervision of the business/agency involved and the instructor. (18 hr supervised work experience)

CUT 2124 **Principles of Baking** **4 SH**
(Prerequisite: CUT 1224) Fundamentals of baking which involve preparation of simple desserts, yeast rolls, breads, quick breads, pies, and cakes. Proper use and care of equipment are stressed. Discussions and practical exposure to the pastry chef's duties and their relationship to other kitchen operations. (2 hr lecture, 4 hr lab)

CUT 2163 **Restaurant and Catering Operations** **3 SH**
(Prerequisite: None) Study and practice in the principles of operating a restaurant or catering service. Course covers such areas as beverage control, sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. (3 hr lecture)

CUT 2213 **Garde Manger** **3 SH**
(Prerequisite: CUT 1224) Basic garde manger principles emphasizing the duties of the department and its relationship to other kitchen operations. Specific emphasis is placed on specialty work which includes garnishes, ice carving, buffet decorations, tallow, chaud-froid, aspic and other decorative work. (1 hr lecture, 4 hr lab)

CUT 2214 **Continental and Classical Cuisine** **4 SH**
(Prerequisite: CUT 1224) Study and practice in the cooking techniques and ingredients unique to European, Far Eastern and South American Cuisines. Emphasis is on traditions applied to modern standards of quality, nutrient values, and presentation by preparing representative modernized regional menu items from each area. (2 hr lecture, 4 hr lab)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

HRT 1111 **Leadership Development I** **1 SH**
(Prerequisite: None) Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1113 **Introduction to the Hospitality Industry** **3 SH**
(Prerequisite: None) This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. (3 hr lecture)

HRT 1121 **Leadership Development II** **1 SH**
(Prerequisite: None) Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1213 **Sanitation & Safety** **3 SH**
(Prerequisite: None) Explains how to effectively manage a sanitation and safety program in the food service industry to achieve high standards that will keep customers coming back. (3 hr lecture)

HRT 1313 **Housekeeping Management** **3 SH**
(Prerequisite: None) This course presents a systematic approach to managing housekeeping operations in the hospitality industry. (3 hr lecture)

HRT 1413 **Front Office Procedures** **3 SH**
(Prerequisite: None) This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with the check-out and settlement. Front office procedures and management are placed within the context of the overall operation of a hotel. (3 hr lecture)

HRT 1514 **Food Production and Service** **4 SH**
(Prerequisite: None) Explains the techniques and procedures of quality and quantity food production and service, providing the principles underlying the selection, composition, and preparation of major food products and service. (2 hr lecture, 4 hr lab)

HRT 1613 **Hospitality Human Resources Management** **3 SH**
(Prerequisite: None) This course presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 hr lecture)

HRT 2111 **Leadership Development III** **1 SH**
(Prerequisite: None) Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2121 **Leadership Development IV** **1 SH**
(Prerequisite: None) Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2413 **Hospitality Supervision** **3 SH**
(Prerequisite: None) This course presents the principles of supervision as applied to the hospitality industry. (3 hr lecture)

HRT 2523 **Food and Beverage Management** **3 SH**
(Prerequisite: HRT 1514) Provides a basic understanding of the principles of food production and service management, reviewing menu planning, purchasing, receiving, storage, beverage management with coverage of aspects of food and beverage analysis techniques. (2 hr lecture, 2 hr lab)

HRT 2623 **Marketing Hospitality Services** **3 SH**
(Prerequisite: HRT 1613) This course is designed to provide students with the basic knowledge and practical experience which will enable them to develop strategic marketing plans for hospitality properties. (3 hr lecture)

HRT 2713 **Food and Beverage Control** **3 SH**
(Prerequisite: None) Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, income and cost control, menu pricing, and computer applications. (3 hr lecture)

HRT 2816 **Hotel/Restaurant Internship** **6 SH**
(Prerequisite: None) An advanced course dealing with concepts, terminology, and theory of Hotel and Restaurant Management with direct applications. The student will be placed in a work environment where the student will have to solve problems as encountered in industry. (2 hr lab, 15 hr externship)

INTERPRETER TRAINING TECHNOLOGY

IDT 1113 **Introduction to Interpreting** **3 SH**
(Prerequisite: None) Define interpreting terms, list and discuss RID code of ethics, placement of interpreters in various settings, discuss environmental factors which are considered in assignments, describe the assessment and certification process. (3 hr lecture)

IDT 1123 **Psycho-Social Aspects of Deafness** **3 SH**
(Prerequisite: None) This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture)

IDT 1131 **Expressive and Receptive Fingerspelling** **1 SH**
(Prerequisite: None) This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating. (1 hr lecture)

IDT 1164 **American Sign Language I** **4 SH**
(Corequisite: ENG 1113) A developmental course - meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL). (3 hr lecture, 2 hr lab)

IDT 1173 **Transliterating I** **3 SH**
(Prerequisite: IDT 1164) Studies the skills required to transmit English into a manual code and visa versa. Introduces a variety of manual codes and their relationship to American Sign Language. (3 hr lecture)

IDT 1174 **American Sign Language II** **4 SH**
(Prerequisite: IDT 1164) An introduction to Sign Language idioms and English idioms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)

IDT 1193 **Orientation to Deafness** **3 SH**
(Prerequisite: None) This course is designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)

IDT 2123 **American Sign Language III** **3 SH**
(Prerequisite: IDT 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)

IDT 2153 **Interpreting in Special Situations** **3 SH**
(Prerequisite: None) This course includes lectures and observation of interpreters in various settings: educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)

IDT 2163 **Sign-to-Voice Interpreting** **3 SH**
(Prerequisite: IDT 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from ASL into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)

IDT 2173 **Interpreting** **3 SH**
(Prerequisites: IDT 1164, IDT 1174) Accuracy and clarity in expressive interpreting at a speed of 80 - 125 WPM, a receptive ability in understanding intent and content of a deaf speaker using ASL. Role play in actual experiences. (3 hr lecture)

IDT 2183 **Transliterating II** **3 SH**
(Prerequisites: IDT 1164, IDT 1173, IDT 1174) Further studies the skills to transmit English into a manual code and visa versa. Introduces other sign English codes and how they relate to American Sign Language. (3 hr lecture)

IDT 2223 **Educational Interpreting** **3 SH**
(Prerequisites: IDT 1164, IDT 1174, IDT 2123) Studies techniques and ethics involved in educational interpreting, focusing on special settings, code of ethics, physical arrangements and resources for interpreters. (3 hr lecture)

IDT 2313 **Linguistics of American Sign Language** **3 SH**
(Prerequisite: IDT 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)

IDT 2323 **Artistic Interpreting** **3 SH**
(Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

IDT 2333 **Legal Interpreting** **3 SH**
(Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. (3 hr lecture)

IDT 2343 **Multi-Cultural Aspects of Hearing Impairment** **3 SH**
(Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

IDT 2353 **Etymology for Interpreters** **3 SH**
(Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

IDT 2424 **Interpreting Practicum** **4 SH**
(Prerequisite: Approval of Instructor) Application of interpreting/transliterating skills in a minimum of three supervised, approved practicum sites. All contact hours will be verifiable and direct observation will be administered by practicum supervisor. (1 hr lecture, 9 hrs. supervised work experience)

LANDSCAPE MANAGEMENT TECHNOLOGY

HLT 1114 **Plant Materials I** **4 SH**
(Prerequisite: None) A survey of common ornamental plants used in landscaping trees, shrubs, and vines. Includes instruction in basic classification and identification procedures and in the identifying characteristics, maintenance, and use of the plants in a horticultural setting. This course is designed to be offered in the fall semester. (2 hr lecture, 4 hr lab)

HLT 1124 **Plant Materials II** **4 SH**
(Prerequisite: None) A continuation of Plant Materials I with an emphasis on foliage and flowering plants. Designed to be taught in the spring semester. (2 hr lecture, 4 hr lab)

HLT 1411 **Survey of Landscape Management** **1 SH**
(Prerequisite: None) A course to provide opportunities to gain knowledge of current trends in landscape contracting. Includes the preparation and delivery of reports on current topics, field trips, guest speakers, and other activities. (1 hr lecture)

HLT 1513 **Landscape Design I** **3 SH**
(Prerequisite: None) An introduction to the concepts of landscape design. Includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. (1 hr lecture, 4 hr lab)

HLT 1523 **Landscape Design II** **3 SH**
(Prerequisite: HLT 1513) A continuation of Landscape Design I with emphasis on preparation and presentation of site analysis and plot plans. (1 hr lecture, 4 hr lab)

HLT 1614 **Landscape Equipment Operation & Maintenance** **4 SH**
(Prerequisite: None) A course to provide instruction and practice in the safe and proper operation and maintenance of landscaping equipment to include hand tools, small engines, and tractors and tractor attachments. (3 hr lecture, 2 hr lab)

HLT 1713 **Landscape Construction** **3 SH**
(Prerequisite: None) A course which provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. (1 hr lecture, 4 hr lab)

HLT 1813 **Turfgrass Management** **3 SH**
(Prerequisite: None) A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. (2 hr lecture, 2 hr lab)

HLT 2113 **Ornamental and Turf Pest Management** **3 SH**
(Prerequisite: None) Provides instruction and practice in the identification and control of common lawn pests and diseases. Includes instruction in identification, pesticide use and safety and legal aspects of pest control. (2 hr lecture, 2 hr lab)

HLT 2124 **Landscape Maintenance & Weed Control** **4 SH**
(Prerequisite: None) A course to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. Includes instruction in the use of herbicides and other weed control measures. (2 hr lecture, 4 hr lab)

HLT 2313 **Landscape Business Management** **3 SH**
(Prerequisite: None) A course to provide instruction and practice regarding the management of a landscape operation Includes instruction in estimating and bidding; personnel management, supervision, and development; and business practices. (2 hr lecture, 2 hr lab)

HLT 2913 **Internship in Landscape Management** **3 SH**
(Prerequisite: Sophomore standing) A course to allow students to apply skills and knowledge gained through the Landscape Management program in a job setting with a selected landscaping agency/business. (320 hours minimum on-the-job work hours)

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION
REAL ESTATE TECHNOLOGY OPTION

MMT 1113 **Applied Marketing** **3 SH**
(Prerequisite: None) Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers in the American marketing system and efficient techniques in the development and expansion of markets are included. (2 hr lecture, 2 hr lab)

MMT 1123 **Marketing Seminar I** **3 SH**
(Prerequisite: None) Develops leadership skills and human relations skills necessary for successs in the field of Marketing Management. A minimum of six outside speakers will address the class on topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lecture, 2 hr lab)

MMT 1213 **Applied Management** **3 SH**
(Prerequisite: None) Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. (2 hr lecture, 2 hr lab)

MMT 1313 **Salesmanship** **3 SH**
(Prerequisite: None) Basic principles and techniques of salesmanship and their practical application. Topics include basic tenets of psychology as related to the selling field, motivating the customer to buy, closing a sale, how to lose a sale and still keep a good customer, and producing good customer relations and a good selling environment. (2 hr lecture, 2 hr lab)

MMT 1413 **Merchandising** **3 SH**
(Prerequisite: BOT 1313) Study of the activities involved in the merchandising process. Included are the social, economic, technological, and competitive aspects and the changes in policies, methods and managerial strategy. (2 hr lecture, 2 hr lab)

MMT 1423 **Advertising** **3 SH**
(Prerequisite: None) The role of advertising and its effectiveness. Consumer and product research, advertising media and strategic planning, and advertising construction. (2 hr lecture, 2 hr lab)

MMT 1123 **Marketing Seminar II** **3 SH**
(Prerequisite: MMT 1123) Further develops leadership skills and human relations skills necessary for successs in the field of Marketing Management. A minimum of six outside speakers will address the class on topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lecture, 2 hr lab)

MMT 2173 **Sales Management** **3 SH**
(Prerequisite: None) Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture)

MMT 2223 **Retail Management** **3 SH**
(Prerequisite: MMT 1213) Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. (2 hr lecture, 2 hr lab)

MMT 2233 **Human Resource Management** **3 SH**
(Prerequisite: MMT 1213) Objectives, organization, and functions of personnel programs. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. (2 hr lecture, 2 hr lab)

MMT 2243 **Marketing Management Decision Making** **3 SH**
(Prerequisite: MMT 1213) Effective management of small marketing firms, including planning, organizing, and controlling business operations. Also included are initial problems of starting of business, legal and governmental controls, and operation of certain types of small businesses. (2 hr lecture, 2 hr lab)

MMT 2513 **Entrepreneurship** **3 SH**
(Prerequisite: None) Study of the development of a product or services idea and the creation of an organization to further its growth. (2 hr lecture, 2 hr lab)

MMT 2713 **Principles of Real Estate** **3 SH**
(Prerequisite: None) A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

MMT 2723 **Real Estate Law** **3 SH**
(Prerequisite: None) The law of real property and the law of estate brokerage. (3 hr lecture)

MMT 2733 **Real Estate Sales** **3 SH**
(Prerequisite: None) A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

MMT 2743 **Real Estate Appraisal** **3 SH**
(Prerequisite: None) Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

MMT 2763 **Real Estate Practice** **3 SH**
(Prerequisite: Six semester hours in real estate to include Principles of Real Estate) This course is designed to provide instruction to the student on techniques inherent to developing a successful real estate career. Emphasis will be placed on basic knowledge skills and the development of a real estate practice. (3 hr lecture)

MMT 2773 **Commercial Real Estate Finance** **3 SH**
A survey course of construction lending and investment property financing including risk management strategies, legal concepts in commercial real estate transactions, the commercial real estate loan process, and basic formulas used in real estate investment analysis. (3 hr lecture)

MMT 2783 **Residential Mortgage Lending** **3 SH**
A survey course including the mortgage lending process, governmental regulations and compliance issues involved in interviewing mortgage loan applicants, and the processing of loan applications. (3 hr lecture)

MMT 2916 **Internship In Marketing** **6 SH**
(Prerequisite: All courses as scheduled) Advanced course in concepts, terminology, and theory of Marketing Management Technology with direct application. The student will be placed in a work environment and required to solve problems encountered there. (18 hr externship)

MEDIA TECHNOLOGY

MDT 1113 **Introduction to Radio and Television Production** **3 SH**
(Prerequisite: None) A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction. (3 hr lecture)

MDT 1213 **Operation and Maintenance of AV Equipment** **3 SH**
(Prerequisite: None) This course involves troubleshooting,16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors. (2 hr lecture, 2 hr lab)

MDT 1244 **Introduction to Mass Communication** **4 SH**
(Prerequisite: None) The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)

MDT 1314 **Fundamentals of Television Production** **4 SH**
(Prerequisite: None) A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)

MDT 1323 **Electronics for Media** **3 SH**
(Prerequisite: None) This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics. (2 hr lecture. 2 hr lab)

MDT 2234 **Instructional Graphics** **4 SH**
(Prerequisite: None) This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)

MDT 2243 **Cataloging Non-Print Material** **3 SH**
(Prerequisite: None) The student will learn basic fundamentals in cataloging non-print material. (2 hr lecture, 2 hr lab)

MDT 2324 **Intermediate Television Production** **4 SH**
(Prerequisite: None) A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)

MDT 2334 **Advanced Television Production** **4 SH**
(Prerequisite: None) This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)

MDT 2414 **Fundamentals of Audio Production** **4 SH**
(Prerequisite: None) The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)

MDT 2424 **Editing** **4 SH**
(Prerequisite: MDT 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management. (3 hr lecture, 2 hr lab)

MDT 2513 **Principles of Photography** **3 SH**
(Prerequisite: None) Use of photography as a communication medium. Principles of picture taking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)

MEDICAL ASSISTING TECHNOLOGY

MET 1112 **Introduction to Medical Assisting** **2 SH**
(Prerequisite: None) Introduces the student in health occupations education programs to basic principles of human behavior and to application of the personalized approach to the delivery of health care. Basic interpersonal communication concepts and techniques are emphasized. (2 hr lecture)

MET 1314 **Medical Business Practices** **4 SH**
(Prerequisite: CPT 1114) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hand situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgment, act independently, and cope with interruptions. (3 hr lecture, 2 hr lab)

MET 1412 **Clinical Procedures I** **2 SH**
(Prerequisite: None) The purpose of this course is to introduce the student to the importance of a valuable clinical assistant. It stresses the importance of being proficient in clinical skills. This course also provides students opportunities to put their skills into practice in simulated settings and check-offs. (1 hr lecture, 2 hr lab)

MET 1513 **Medical Law and Ethics** **3 SH**
(Prerequisite: None) Medical Ethics; medical acts; legal relationship of physician and patient; legal responsibilities of medical assistant; and professional liability. (3 hr lecture)

MET 2422 **Clinical Procedures II** **2 SH**
(Prerequisite: MET 1412) A continuation of Clinical Procedures I. (1 hr lecture, 2 hr lab)

MET 2432 **Clinical Review** **2 SH**
(Prerequisite: MET 2915) A review of all areas covered during clinical experience through Externship. (2 hr lecture)

MET 2524 **Medical Insurance** **4 SH**
(Prerequisite: None) To acquaint the student with different types of insurance, including Unemployment Compensation, disability, Worker's Compensation or industrial insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations, and terminology will be presented. (3 hr lecture, 2 hr lab)

MET 2614 **Medical Laboratory for Medical Assistants** **4 SH**
(Prerequisite: None) Techniques of the clinical laboratory to include competent use of the microscope, understanding of the theory and knowledge of the common laboratory tests performed in the physician's office, and accuracy in performing laboratory tests and reporting results. (3 hr lecture, 2 hr lab)

MET 2713 **Pharmaceutical Principles** **3 SH**
(Prerequisite: None) This course is designed for the health professional working outside the hospital setting. The text reflects current and commonly used practices, procedures, medication and drug preparation. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. (3 hr lecture)

MET 2915 **Externship** **5 SH**
(Prerequisite: Sophomore standing) Supervised experience in rotation in medical offices to provide student with a comprehensive application of knowledge and skills in front office procedures, insurance, and clinical skills to include clinical laboratory procedures, examination room techniques, pharmacology, radiology, and medical records. (20 hr clinical)

MEDICAL LABORATORY TECHNOLOGY

MLT 1111 **Introduction to Medical Laboratory Technology/Phlebotomy** **1 SH**
(Prerequisite: None) Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. (2 hr lab)

MLT 1212 **Urinalysis/Body Fluids** **2 SH**
(Prerequisite: None) Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. (1 hr lecture, 2 hr lab)

MLT 1313 **Hematology I** **3 SH**
(Prerequisite: None) A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Included is the study of abnormal cell morphology and diseases involving blood cells and test procedures used in laboratory diagnosis of hematological disease (anemia, leukemia, etc.). (2 hr lecture, 2 hr lab)

MLT 1324 **Hematology II** **4 SH**
(Prerequisite: MLT 1313) The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. (3 hr lecture, 2 hr lab)

MLT 1413 **Immunology/Serology** **3 SH**
(Prerequisite: None) The study of the body's immune response and its correlation to health and disease. Laboratory sessions will include serologic test procedures used in diagnosis of disease. (2 hr lecture, 2 hr lab)

MLT 1515 **Clinical Chemistry** **5 SH**
(Prerequisites: MAT 1313, CHE 1211, CHE 1213) Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. (3 hr lecture, 4 hr lab)

MLT 2424 **Immunohematology** **4 SH**
(Prerequisite: MLT 1413) Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn. (2 hr lecture, 4 hr lab)

MLT 2612 **Parasitology** **2 SH**
(Prerequisite: None) This course covers the morphology, physiology, life cycles, and epidemiology of human pathogenic parasites. Identification of the parasites from human material is also included. (1 hr lecture, 2 hr lab)

MLT 2714 **Pathogenic Microbiology** **4 SH**
(Prerequisite: BIO 2924) Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. (2 hr lecture, 4 hr lab)

MLT 2816 **Clinical Practice I** **6 SH**
(Prerequisite: MLT core courses) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. (16 hr clinical, 2 hr seminar)

MLT 2826 **Clinical Practice II** **6 SH**
(Prerequisite: MLT 2816) A continuation of Clinical Practice I. (16 hr clinical, 2 hr seminar)

MLT 2836 **Clinical Practice III** **6 SH**
(Prerequisite: MLT 2826) A continuation of Clinical Practice II. (16 hr clinical, 2 hr seminar)

MEDICAL RECORD TECHNOLOGY

MRT 1114 **Medical Record Science I** **4 SH**
(Prerequisite: Acceptance into program) Introduction to the health care delivery system and to the medical record profession. Organization and function of the medical record department including duties and responsibilities of the medical record technician. Detailed instruction in methods of numbering, filing, classifying and analyzing medical records. (3 hr lecture, 2 hr lab)

MRT 1123 **Medical Record Science II** **3 SH**
(Prerequisites: MRT 1114, MRT1213) introduction to hospital and medical staff organizations accrediting and licensing standards, quality assessment mechanisms, computer applications in health information systems, and cancer programs. (2 hr lecture, 2 hr lab)

MRT 1213 **Medical Terminology** **3 SH**
(Prerequisite: None) Prefixes, suffixes, abbreviations. disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)

MRT 1322 **Medical Transcription** **2 SH**
(Prerequisites: MRT 1213, BOT 1113) Concepts in medical dictation and word processing in health care facilities; transcribing techniques and practice in transcribing basic medical reports; application of medical transcription standards in a hospital medical transcription center. (1 hr lecture, 2 hr lab)

MRT 1413 **Introduction to Disease I** **3 SH**
(Prerequisite: BIO 2514) Study of the basic causes of disease, with emphasis on the correlation between pathological processes, clinical signs and symptoms. (3 hr lecture)

MRT 1513 **Medical Record Directed Practice I** **3 SH**
(Prerequisites: MRT1114, MRT1213) Supervised learning experience through participation in departmental activities for application of health record principles. (12 hr clinical)

MRT 2133 **Medical Record Science III** **3 SH**
(Prerequisite: MRT 1123) Principles of record-keeping systems in ancillary service departments, extended care facilities, hospices, Health Maintenance Organizations (HMO's), mental health facilities, and physicians' offices. Also covered are federal health programs and current trends in the health care delivery system. (2 hr lecture, 2 hr lab)

MRT 2143 **Medical Record Science IV** **3 SH**
(Prerequisite: MRT 1133) Introduction to health statistics with methods of compilation using the medical record as a source document. A survey of federal, state and local regulations with emphasis on legal aspects of health records. (2 hr lecture, 2 hr lab)

MRT 2423 **Introduction to Disease II** **3 SH**
(Prerequisite: BIO 2514, MRT 1413) Continuation of Introduction to Disease I with emphasis on disease processes affecting each body system, including principles of therapy and diagnostic tests. (3 hr lecture)

MRT 2523 **Medical Record Directed Practice II** **3 SH**
(Prerequisites: MRT 1123, MRT 1513) A continuation of Medical Record Directed Practice I. (12 hr clinical)

MRT 2613 **Coding and Classification Systems I** **3 SH**
(Prerequisite: BIO 2514) Basic Principles of classification systems, nomenclatures, indexes, and registers. Intensive coding practice using the International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM). (2 hr lecture, 2 hr lab)

MRT 2623 **Coding and Classification Systems II** **3 SH**
(Prerequisite: MRT 2613) Advanced coding practice with the International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM). Principles of coding using Current Procedural Terminology (CPT-4) and HCFAs. Study of current federal payment and reimbursement including diagnosis related groups (DRGs). (2 hr lecture, 2 hr lab)

MRT 2713 **Medical Record Department Management** **3 SH**
(Prerequisite: MRT 1123) A study of management principles as applied to the medical record department. Practice in writing job descriptions, policies, procedures, goals, and objectives. Also covered are organization charts, flow charts, and layouts. (3 hr lecture)

PARALEGAL TECHNOLOGY

LET 1113 **Legal Systems and Terminology** **3 SH**
(Prerequisite: None) Introduction to the legal system including the nature and significance of the adversary systems, the court system, an explanation of the sources of law, and an overview of ethical standards. (3 hr lecture)

LET 1213 **Legal Research** **3 SH**
(Prerequisite: LET 1113) Basic sources of law and the methodology of legal research. (3 hr lecture)

LET 1313 **Civil Litigation** **3 SH**
(Prerequisite: LET 1113) Study of the litigation process. Emphasis on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses. (2 hr lecture, 2 hr lab)

LET 1513 **Family Law** **3 SH**
(Prerequisite: None) Study of the areas of law pertaining to the family: marriage, annulment, divorce, child custody, parentage and paternity, adoption and/or guardianship, youth court, and support enforcement laws. (3 hr lecture)

LET 1713 **Legal Writing** **3 SH**
(Prerequisite: LET 1113) Composition of legal communications, briefs, memoranda and other legal documents. (2 hr lecture, 2 hr lab)

LET 2323 **Torts** **3 SH**
(Prerequisite: LET 1113) Instruction in the area of the law which deals with private or civil wrongs or injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages and remedies. (3 hr lecture)

LET 2453 **Real Property I and Wills and Estates** **3 SH**
(Prerequisite: LET 1113) Drafting of the documents incident to ownership and transfer of real property. Also introduces the student to laws relevant to inheritance and estates, basic concepts of estates and wills, and familiarization of estate taxes, probate procedures and preparation of documents. (3 hr lecture)

LET 2463 **Real Property II** **3 SH**
(Prerequisite: LET 2453) Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. (2 hr lecture, 2 hr lab)

LET 2523 **Administrative Law and Bankruptcy** **3 SH**
(Prerequisite: LET 1113) Introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies. Introduction to various types of bankruptcy and corresponding forms. (3 hr lecture)

LET 2633 **Paralegal Skills Applications** **3 SH**
(Prerequisite: LET 1113) Practical application of skills needed in the legal field through fact analyzation and document preparation. (2 hr lecture, 2 hr lab)

LET 2923 **Internship for Paralegal** **3 SH**
(Prerequisite: All LET courses) Supervised practical experience in a private law office, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. (9 hr externship)

PHYSICAL THERAPIST ASSISTANT

PTT 1214 **Introduction to Physical Therapist Assistant** **4 SH**
(Prerequisite: None) An introductory course defining the role of the physical therapist assistant as part of the treatment team. Includes historical background, professional ethics, and medical terminology as applied to the profession.The lab addresses basic patient mobility skills. (3 hr lecture)

PTT 2114 **Kinesiology** **4 SH**
(Prerequisite: Introduction to Physical Therapist Assistant) Introduction to normal body movement as related to skeletal, articular, and muscular systems. Biomechanics of human motion as applied to exercise procedures and ambulation. Common disturbances in muscle strength, flexibility and coordination are examined and coordination are examined. (4 hr lecture)

PTT 2123 **Therapeutic Exercise and Rehabilitation I** **3 SH**
(Prerequisite: PTT 1214) Principles and application of therapeutic exercise rehabilitation to include posture evaluation and body mechanics. (2 hr lecture, 2 hr lab)

PTT 2126 **Therapeutic Modalities I** **6 SH**
(Prerequisite: Introduction to Physical Therapist Assistant) Theory and application of hydro therapy, radiant therapy, electrotherapy, and massage. (3 hr lecture, 6 hr lab)

PTT 2133 **Clinical Experience I** **3 SH**
(Prerequisite: Introduction to Physical Therapist Assistant) Supervised clinical experience with emphasis on the practice of basic skills. (8 hr clinical, 1 hr seminar)

PTT 2215 **Therapeutic Modalities II** **5 SH**
(Prerequisite: PTT 2126) A continuation of theory and application of physical agents in the treatment of clinical conditions. (3 hr lecture, 4 hr lab)

PTT 2224 **Clinical Applications** **4 SH**
(Prerequisite: PTT 2126) The etiology, symptoms, and treatment of neurological, musculoskeletal, and cardiopulmonary disease and processes are examined in relation to commonly prescribed physical therapy procedures. (3 hr lecture, 2 hr lab)

PTT 2233 **Therapeutic Exercise and Rehabilitation II** **3 SH**
(Prerequisite: PTT 2123) Continuation of principles and application of the therapeutic exercise and rehabilitation to include tests, prosthetics, and orthotic. (2 hr lecture, 2 hr lab)

PTT 2245 **Clinical Experience II** **5 SH**
(Prerequisite: Clinical Experience I) Supervised clinical experience with emphasis on the application treatment procedures and exercise techniques. (16 hr clinical, 1 hr seminar)

PTT 2255 **Clinical Experience III** **5 SH**
(Prerequisite: Clinical Experience II) Supervised clinical experience emphasizing refinement of treatment procedures on a variety of patients. (16 hr clinical, 1 hr seminar)

POSTAL MANAGEMENT TECHNOLOGY

PMT 1113 **History and Organization of Postal Service** **3 SH**
(Prerequisite: None) Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

PMT 1123 **Employee and Labor Relations** **3 SH**
(Prerequisite: None) Emphasis on laws and practices of labor management, current status and problems, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O., safety and health, and personnel problems. (3 hr lecture)

PMT 1133 **Finance** **3 SH**
(Prerequisite: None) Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)

PMT 2113 **Mail Processing** **3 SH**
(Prerequisite: None) Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

PMT 2123 **Customer Services** **3 SH**
(Prerequisite: None) Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

PMT 2133 **Postal Problem Analysis** **3 SH**
(Prerequisite: None) Postal problems for which the student must use system analysis, problem solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)

PMT 2213 **Postal Management Seminar I** **3 SH**
(Prerequisite: None) This course provides for a wide range of topics related to Postal Management which are not otherwise included in the curricula. (3 hr lecture)

PMT 2223 **Postal Management Seminar II** **3 SH**
(Prerequisite: PMT 2213) This course is a continuation of Postal Management Seminar I. (3 hr lecture)

QUALITY ASSURANCE TECHNOLOGY
INSPECTION &TESTING TECHNOLOGY OPTION
(NOTE: Implementation subject to state approval and funding.)

QAT 1113 **Introduction to Quality Assurance and Control** **3 SH**
(Prerequisite: None) This course will familiarize the student with quality assurance and quality control concepts as they apply to the inspector's position. The use and understanding of the various codes, standards, specifications and other regulatory documents are emphasized and integrated with the total quality concept. (2 hr lecture, 2 hr lab)

QAT 1213 **Statistical Process Control** **3 SH**
(Prerequisite: None) Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, and correlation are discussed. (2 hr lecture, 2 hr lab)

QAT 1313 **Drawings and Specifications** **3 SH**
(Prerequisite: None) This course provides the student with the basic concepts needed to read, understand, and interpret process and industrial drawings and specifications as required to plan or perform inspection and testing activities. (2 hr lecture, 2 hr lab)

QAT 1413 **Inspection and Testing Technology** **3 SH**
(Prerequisite: None) This course will provide the student with a basic foundation of knowledge and skills common to most Quality Control and Nondestructive Testing disciplines covering both classroom and laboratory training. (2 hr lecture, 2 hr lab)

QAT 1513 **Properties of Materials** **3 SH**
(Prerequisite: None) This course will provide the student with the necessary knowledge of materials to perform testing and inspection activities. Practical experience will be gained through laboratory training. (2 hr lecture, 2 hr lab)

QAT 1616 **Internship Work Experience** **6 SH**
(Prerequisite: 1st year QAT Courses) Provides a paid supervised work experience in choice of NDT or Quality Control Inspection. Students will be placed in manufacturing plants, refineries, power plants, or chemical plants supervised by certified inspectors/technicians. Actual inspection/testing time to be recorded as on-the-job training. By the end of the internship, students will have gained three months inspection or testing experience which will meet the Level I experience requirements for several industry standards including ANSI and ASNT. (18 hr supervised work experience)

QAT 1623 **Internship Seminar** **3 SH**
(Corequisite: QAT 1616) Seminar will be taught at internship locations. Skills and information pertinent to the job being performed will be addressed. (3 hr lecture)

QAT 2114 **Nondestructive Testing I** **4 SH**
(Prerequisite: QAT 1413) Classroom and laboratory instruction in the fundamentals of nondestructive testing and their application to various types of materials, manufacturing processes and industries. Career opportunities will be reviewed and discussed. (3 hr lecture, 2 hr lab)

QAT 2124 **Nondestructive Testing II** **4 SH**
(Prerequisite: QAT 2114) Continued classroom and laboratory instruction designed to develop skills and knowledge in methods and procedures for nondestructive testing. The major emphasis of the course will be on the radiographic and ultrasonic testing methods. (3 hr lecture, 2 hr lab)

QAT 2213 **Inspection Techniques I** **3 SH**
(Prerequisite: QAT 1413) This course will provide the student with the basic principles and techniques for a QC Inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) visual weld, 2) mechanical, and 3) receiving. (2 hr lecture, 2 hr lab)

QAT 2223 **Inspection Techniques II** **3 SH**
(Prerequisite: QAT 2213) This course will provide the student with the necessary knowledge and skills for a QC inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) electrical, 2) instrumentation and controls, and 3) civil. (2 hr lecture, 2 hr lab)

RADIOGRAPHY TECHNOLOGY (RADIOLOGIC TECHNOLOGY)

RGT 2932 **Radiography Technology Program & Registration** **32 SH**
(Prerequisites: (1) Receipt of an official Radiography Technology program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school, or agency awarding the diploma; (2) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a CAHEA/JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists.

RELATED STUDIES (TECHNICAL)

RST 1013 **Learning to Learn** **3 SH**
(Prerequisite: None) Learning to Learn: Critical Thinking Skills for a Quality Workforce is a national training program created by the American Society for Training and Development to help employees and future employees (students) at all levels and all ages to think more analytically, to learn more thoroughly and effectively and to be more productive. It teaches individuals how to incorporate the basic skills of successful learners into their own learning and thinking behavior. (3 hr lecture)

RST 1623 **Technical Mathematics I (Algebra)** **3 SH**
(Prerequisite: MAT 1203 or 1 unit of high school algebra or Instructor approval) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 1633 **Technical Mathematics II (Trigonometry)** **3 SH**
(Prerequisite: RST 1623 or equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 2113 **Internship Work Experience I** **3 SH**
(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for paid supervised work experience related to the chosen career field. In most cases, students must arrange for their own employment. (9 hr supervised work experience)

RST 2123 **Internship Work Experience II** **3 SH**
(Prerequisite: RST 2113) This course is a continuation of Internship Work Experience I. (9 hr supervised work experience.)

RST 2213 **Independent Technical Studies I** **3 SH**
(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for independent study related to the chosen career field under limited supervision and guidance from an instructor. (6 hr lab)

RST 2223 **Independent Technical Studies II** **3 SH**
(Prerequisite: RST 2213) This course is a continuation of Independent Technical Studies I. (6 hr lab)

RST 2313 **Technical Studies Seminar I** **3 SH**
(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for a wide range of technical topics to be pursued by instructors and students which may not otherwise appear in the existing curricula. (3 hr lecture)

RST 2323 **Technical Studies Seminar II** **3 SH**
(Prerequisite: RST 2313) This course is a continuation of Technical Studies Seminar I. (3 hr lecture)

RST 2414 **Technical Physics I (Mechanics, Fluids, Heat & Sound)** **4 SH**
(Corequisite: RST 1623 or equivalent) Physical laws of mechanics, fluids, heat and sound with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RST 2424 **Technical Physics II (Light, Electricity & Magnetism)** **4 SH**
(Prerequisite: RST 2414 or equivalent) Physical laws of light, electricity, magnetism and modern physics with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RESPIRATORY CARE TECHNOLOGY

RCT 1114 **Respiratory Care Science** **4 SH**
(Prerequisite: None) An integrated study of the fundamental laws and theories of chemistry and physics, math functions, pharmacology, and microbiology as related to respiratory care. (3 hr lecture, 2 hr lab)

RCT 1216 **Respiratory Care Technology I** **6 SH**
(Prerequisite: None) A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, sectioning, and basic life support. (2 hr lecture, 8 hr lab)

RCT 1224 **Respiratory Care Technology II** **4 SH**
(Prerequisite: RCT 1216) A continuation of Respiratory Care Technology I. A study of general classifications of adult and neonatal mechanical ventilators to include identification and treatment of respiratory failure, and methods of ventilator weaning processes. (3 hr lecture, 2 hr lab)

RCT 1313 **Cardiopulmonary Anatomy and Physiology** **3 SH**
(Prerequisite: None) A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 hr lecture)

RCT 1322 **Pulmonary Function Testing (PFT)** **2 SH**
(Prerequisite: RCT1114) This course is an introduction to pulmonary function technique and testing equipment. (1 hr lecture, 2 hr lab)

RCT 1412 **Patient Assessment** **2 SH**
(Prerequisite: None) Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases to include etiology, pathophysiology, treatment, and prevention. (2 hr lecture)

RCT 1516 **Clinical Practice I** **6 SH**
(Prerequisites: RCT 1114, RCT 1216) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (24 hr clinical)

RCT 1524 **Clinical Practice II** **4 SH**
(Prerequisite: RCT 1516) Students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care. (16 hr clinical)

RCT 2234 **Respiratory Care Technology III** **4 SH**
(Prerequisite: RCT 1524) A study of adult mechanical ventilation and cardiac and pulmonary monitoring techniques that are used in critical care settings. (3 hr lecture, 2 hr lab)

RCT 2333 **Cardiopulmonary Pathology** **3 SH**
(Prerequisite: RCT 1313) A study of the anatomical alterations of the lungs caused by different disease processes. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. (3 hr lecture)

RCT 2343 **Cardiopulmonary Life Support** **3 SH**
(Prerequisite: Completion of certificate (12-month) level) A presentation of advanced cardiac life support materials to include pharmacology, defibrillation, and cardioversion. Included are EKG recognition and treatment. (2 hr lecture, 2 hr lab)

RCT 2532 **Clinical Practice III** **2 SH**
(Prerequisite: RCT 1524) A complete review of the fundamental practice of respiratory care in the hospital environment to incorporate rotations through intensive care areas, using objectives for presentation of practice for respiratory care. (8 hr clinical)

RCT 2544 **Clinical Practice IV** **4 SH**
(Prerequisite: RCT 2532) Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (16 hr clinical)

RCT 2612 **Neonatal/Pediatrics Management** **2 SH**
(Prerequisite: RCT 2234) A study of fetal development and the transition to extrauterine environment. Includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. (2 hr lecture)

SURGICAL TECHNOLOGY

SUT 1113 **Introduction To Surgical Technology** **3 SH**
(Prerequisite: None) Basic introductory course including hospital and surgery suite organization and environment, history, legal responsibilities, terminology, and interpersonal relationships. (3 hr lecture)

SUT 1216 **Principles of Surgical Technique** **6 SH**
(Prerequisite: None) A comprehensive study of aseptic technique, safe patient care, pharmacology, anesthesiology, and surgical techniques. (2 hr lecture, 8 hr lab)

SUT 1314 **Surgical Anatomy** **4 SH**
(Prerequisite: None) Emphasis placed on structure and function of the human body as it is related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. (3 hr lecture, 2 hr lab)

SUT 1413 **Surgical Microbiology** **3 SH**
(Prerequisite: None) Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. (3 hr lecture)

SUT 1517 **Basic & Related Surgical Procedures** **7 SH**
(Prerequisites: SUT 1113, SUT 1216, SUT 1314, SUT 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and anesthesia recovery. (4 hr lecture, 12 hr clinical)

SUT 1527 **Specialized Surgical Procedures** **7 SH**
(Prerequisites: SUT 1113, SUT 1216, SUT 1314, SUT 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; plastics; pediatrics; burns; diagnostic procedures; and hemostasis. Clinical experience in area hospital surgical suite and related departments. (4 hr lecture, 12 hr clinical)

SUT 1537 **Advanced Surgical Procedures** **7 SH**
(Prerequisites: SUT 1517, SUT 1527) Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. (4 hr lecture, 12 hr clinical)

VETERINARY TECHNOLOGY

VAT 1111 **Veterinary Mathematics Calculations** **1 SH**
(Prerequisite: None) Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, drug classifications, and abbreviations and symbols. Special attention is given to veterinary clinical work problems. (1 hr lecture)

VAT 1213 **Animal Restraint and Medication** **3 SH**
(Prerequisite: None) Animal Restraint and Medication is the study and practice of restraining small animals, utilizing both chemical and physical means of safe and human restraint. Included in the course is basic terminology, usage, administration, and general knowledge of common drugs and vaccines. (2 hr lecture, 2 hr lab)

VAT 1314 **Animal Anatomy and Physiology** **4 SH**
(Prerequisite: None) Animal Anatomy and Physiology introduces the student to basic anatomy and physiology as related to the needs of a Veterinary Assistant. Special emphasis is given to the structure of a selected cadaver location of specific structures and functions of these structures. (3 hr lecture, 2 hr lab)

VAT 1414 **Surgical and Hospital Techniques I** **4 SH**
(Prerequisite: None) Surgical and Hospital Techniques I is the study and practical application of sterile techniques, preparation of the surgical site, operating room conduct, assisting the surgeon, preanesthetic, anesthesiology, and anesthetic emergencies. (3 hr lecture, 2 hr lab)

VAT 1424 **Surgical and Hospital Techniques II** **4 SH**
(Prerequisite: None) Surgical and Hospital Techniques II is the study and practical application of basic clinical and hospital techniques required of the veterinary technician. Subjects include pharmacology, animal nutrition, radiology, patient management and client instructions and office procedures. (3 hr lecture, 2 hr lab)

VAT 1513 **Animal Parasites and Diseases** **3 SH**
(Prerequisite: None) Animal Parasites and Diseases includes the study of etiology, symptoms, pathology, transmission, duration, prognosis, prevention, and general knowledge of common parasites and diseases of farm animals and pets. (3 hr lecture)

VAT 1613 **Clinical Pathology** **3 SH**
(Prerequisite: None) Clinical Pathology is the study and practical application of veterinary diagnostic aids. The course includes hematology, blood chemistries, serology, urinalysis, fecal analysis, and organ function test. (2 hr lecture, 2 hr lab)

VAT 2174 **Laboratory Animals** **4 SH**
(Prerequisite: Successful completion of first year's work) The Animal Health Technician student will rotate through the Laboratory Animal Unit of the College of Veterinary Medicine. Maintenance of health laboratory animals to include proper nutrition, husbandry and handling will be emphasized.

VAT 2184 **Internship** **4 SH**
(Prerequisite: Successful completion of first year's work) An Animal Health Technician student will be required to complete one 4-week preceptorship with an APPROVED Mississippi veterinary practice or laboratory animal facility. The internship provides hands-on experience in a small animal, mixed animal, large animal or laboratory animal facility.

VAT 2214 **Small Animal Health Assessment Service** **4 SH**
(Prerequisite: Successful completion of first year's work) This rotation will require active participation in the management of small animal cases, to include the business aspects of the practice environment and the delivery of health maintenance programs associated with a small animal clinical service.

VAT 2224 **Small Animal Medicine** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Unit of the Animal Health Center under the direct supervision of internal medicine faculty. The student will participate in the receiving, analysis and management of patients referred for medical care.

VAT 2234 **Large Animal Clinic** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Food Animal and Equine Units of the Large Animal Clinic under the direct supervision of large animal clinical faculty. The student will participate in the receiving, analysis and management of food animal and equine patients referred for medical or surgical care.

VAT 2244 **Field Services** **4 SH**
(Prerequisite: Successful completion of first year's work) The student will rotate through the Field Services Unit of the Animal Health Center under the direct supervision of large animal clinical faculty. The student will participate in problem analysis, case management and development of health maintenance programs for populations of animals.

VAT 2254 **Small Animal Surgery** **4 SH**

(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Surgery Unit of the Animal Health Center under the direct supervision of surgical faculty, and will participate in all aspects of patient preparation, patient management, operating room set up, and surgical equipment and supply preparation.

VAT 2264 **Anesthesia** **4 SH**

(Prerequisite: Successful completion of first year's work) The student will rotate through the Anesthesia Services of the Animal Health Center under the direct supervision of faculty in anesthesia. Responsibilities include preoperative evaluation of patients, selection of appropriate anesthetic protocols, induction of anesthesia, maintenance of anesthesia, monitoring of anesthesia, anesthetic recovery of patients and post-operative management.

VAT 2274 **Radiology** **4 SH**

(Prerequisite: Successful completion of first year's work) The student will rotate through the Radiology Services of the Animal Health Center under the direct supervision of faculty radiologists. Responsibilities include positioning animals for radiographs. The student is also responsible for participation in ultrasound diagnostic and radiotherapy procedures.

VAT 2284 **Laboratory Services** **4 SH**

(Prerequisite: Successful completion of first year's work) The student will rotate through the Diagnostic Laboratory of the Animal Health Center under the direct supervision of the Diagnostic Services faculty. Responsibilities include collection of laboratory samples, conducting laboratory analysis in clinical pathology, parasitology and bacteriology.

VAT 2294 **Pharmacy Service/Necropsy** **4 SH**

(Prerequisite: Successful completion of first year's work) The student will rotate through the pharmacy of the Animal Health Center under the direct supervision of a registered pharmacist, and will also rotate through the Necropsy Service of the Diagnostic Laboratory under the direct supervision of a faculty pathologist.

VI
Vocational Programs and Course Descriptions

ONE-YEAR AND TWO-YEAR VOCATIONAL CERTIFICATE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAHC	RAN	RAY	UTI	VWC
Automotive Body and Frame Repair				X	X	
Automotive Machinist				X		
Automotive Mechanics				X	X	
Automotive Vehicles & Accessories Marketing				X		
Barbering				X	X	
Building Construction						
Brick, Block & Stonemasonry Option				X	X	
Residential Carpentry Option				X	X	
Clothing & Textiles Services					X	
Communications Electronics Repair	X			X		
Cosmetology					X	
Electricity & Wiring				X		
Food Production & Management					X	
Graphic & Printing Communications				X		
Heavy Equipment Maintenance (Diesel/Truck Mechanics)				X		
Industrial Drafting				X		
Industrial Maintenance Trades					X	EVE
Machine Shop				X		
Meat Merchandising				X		
Office Machine Repair				X		
Practical Nursing		X				X
Refrigeration & Air Conditioning				X		
Welding				X	X	

Note(s):
1) Related Studies I and/or II are required in each of the above programs except for students who are exempt from these courses based upon basic and academic skills competency testing.
2) Courses with the phrase "Essential Skills for ..." in the course title contain the basic vocational skills necessary for success in the chosen occupational program of study. Although normally listed in the summer session preceding first year-first semester courses, in most cases the "Essential Skills" course may also be taken concurrent with other first semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking the "Essential Skills" course.
3) Most programs permit new students to enroll at the beginning of either the fall semester (August) or spring semester. In addition, several programs also permit new student enrollments at mid- semester (October and March) or during the summer (June).
4) Summer classes are not offered at all campus locations.

AUTOMOTIVE BODY AND FRAME REPAIR

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies and frames. Theory and practice in body repair, frame straightening, glasswork and painting are included.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ABV 1133	Tool Usage/Hazardous Materials	1	4	0	3
ABV 1314	Automotive Welding and Cutting	1	6	0	4
ABV 1325	Sheet Metal Repair	1	8	0	5
ABV 2614	Conventional Frame Repair	1	6	0	4
TOTAL					**16**
1st Year	**2nd Semester**				
ABV 1112	Autobody Electrical	1	2	0	2
ABV 1333	Major Metal Repair	0	6	0	3
ABV 1413	Bumper and Grill Repair	1	4	0	3
ABV 1514	Refinishing	1	6	0	4
ABV 2813	Collision Analysis and Estimation	2	2	0	3
TOTAL					**15**
2nd Year	**1st Semester**				
ABV 1613	Hardware, Glass and Trim	2	2	0	3
ABV 1714	Fiberglass and Roof Repair	1	6	0	4
ABV 2524	Advanced Refinishing	1	6	0	4
ABV 2624	Advanced Frame Repair	2	4	0	4
ABV 2913	Shop Management	2	2	0	3
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate **49**

AUTOMOTIVE MACHINIST

Program Description: The Automotive Machinist Program provides instruction in the use of precision measuring instruments, hand tools, machines, and equipment. Covered are types and uses of hand, mechanical, power, and hydraulic tools, along with types of fluids, cutting oils, and coolants. Disassembly and inspection of automotive engines, resurfacing brake drums and rotors, basic engine balancing, and cylinder head rebuilding are included. Students receive instruction and practice in cylinder boring, align boring, and submerged arc welding of crankshafts. The operations of the drill press, crankshaft grinder, and cam shaft grinding, along with a general knowledge of the milling machine, connecting rod rebuilding, and engine assembly are also covered. Successful graduates may be employed as auto machinists in auto machine shops, auto parts concerns, automotive dealerships, mechanics shops, and automotive engine manufacturing firms.

Campus Location(s): Raymond Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AUV 1124	Connecting Rod Resizing	1	6	0	4
AUV 1314	Cylinder Head Service	2	4	0	4
AUV 1514	Intro to Automotive Machine Shop Practices	2	4	0	4
AUV 1614	Preparation and Use Of Surfacing and Grinding Machines	2	2	0	4
RSV 1003	Related Studies I	2	2	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
AUV 1116	Crankshaft and Camshaft Service	2	8	0	6
AUV 1215	Cylinder Block Service	2	6	0	5
AUV 1415	Engine Assembly and Testing	2	6	0	5
RSV 1013	Related Studies II	2	2	0	3
TOTAL					**19**

COMPLETION AWARD: Vocational Certificate **38**

AUTOMOTIVE MECHANICS

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Campus Location(s): Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATV 1114	Electrical Systems	2	4	0	4
ATV 1213	Brake	2	2	0	3
ATV 1316	Manual Drive Trains/Transaxles	3	6	0	6
TOTAL					**13**
1st Year	**2nd Semester**				
ATV 1414	Basic Engine Performance	2	4	0	4
ATV 1513	Basic Fuel Systems	2	2	0	3
ATV 1715	Engine Repair	2	6	0	5
TOTAL					**12**
2nd Year	**1st Semester**				
ATV 2325	Automatic Transmission/Transaxles	3	4	0	5
ATV 2524	Advanced Carburetion Systems	2	4	0	4
ATV 2614	Heating and Air Conditioning	2	4	0	4
TOTAL					**13**
2nd Year	**2nd Semester**				
ATV 2334	Steering and Suspension Systems	2	4	0	4
ATV 2344	Wheel Alignment	1	6	0	4
ATV 2534	Computer and Electric Fuel Injection Systems	2	4	0	4
TOTAL					**12**

COMPLETION AWARD: Vocational Certificate **50**

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, computer based instruction on inventory control, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AAV 1118	Orientation and Operational Procedures	2	12	0	8
AAV 1218	Automotive Assemblies	2	12	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
AAV 1318	Catalog and Merchandising	2	12	0	8
AAV 1418	Internal Operations and Sales	2	12	0	8
TOTAL					**16**
Summer Session					
AAV 1518	Supervised Sales Experience	2	0	18	8
TOTAL					**8**

COMPLETION AWARD: Vocational Certificate **40**

BARBERING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE				
1st Year	**1st Semester**				
BAV 1118	Basic Practices in Barbering	2	18	0	8
BAV 1218	Elementary Practices in Barbering I	2	18	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
BAV 1318	Elementary Practices in Barbering II	2	18	0	8
BAV 1418	Intermediate Practices in Barbering I	2	18	0	8
TOTAL					**16**
Summer Session					
BAV 1518	Intermediate Practices in Barbering II	2	18	0	8
TOTAL					**8**
2nd Year	**1st Semester**				
BAV 1618	Advanced Practices in Barbering	2	18	0	8
TOTAL					**8**
COMPLETION AWARD: Vocational Certificate					**48**

BUILDING CONSTRUCTION
BRICK, BLOCK, AND STONEMASONRY OPTION

Program Description: This program is designed to prepare students for employment as brick masons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BSV 1014	Essential Skills	1	14	0	4
BSV 1118	Estimating Masonry	1	14	0	8
DDV 2813	Blueprint Reading	2	2	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
BSV 1213	Masonry Construction	1	4	0	3
BSV 1313	Reinforced Masonry	1	4	0	3
BSV 1413	Block and Stonemasonry	1	4	0	3
BSV 1516	Arch Construction	1	8	0	6
TOTAL					**15**
COMPLETION AWARD: Vocational Certificate					**30**

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CAV 1113	Foundations I	1	4	0	3
CAV 1214	Framing I	1	6	0	4
CAV 1315	Interior Finishing and Cabinet Making	1	8	0	5
DDV 2813	Blueprint Reading I	2	2	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
CAV 1123	Foundations II	1	4	0	3
CAV 1224	Framing II	1	6	0	4
CAV 1413	Roofing	1	4	0	3
CAV 1513	Exterior Finishing	1	4	0	3
DDV 2823	Blueprint Reading II	2	2	0	3
TOTAL					**16**

COMPLETION AWARD: Vocational Certificate **31**

CLOTHING AND TEXTILES SERVICES

Program Description: This program prepares individuals for entry level occupations concerned with clothing and textiles services, including but not limited to construction; fabric and fabric care; pattern design; principles of clothing construction and selection; fitting and alterations of ready-to-wear garments; custom tailoring; clothing maintenance; home furnishings: and textiles testing.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CTV 1114	Garment Construction	1	6	0	4
CTV 1123	Alterations	1	4	0	3
CTV 1213	Fabric and Equipment Use and Care	1	4	0	3
CTV 1223	Textiles	2	2	0	3
CTV 1233	Fabric and Accessory Design	1	4	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
CTV 1134	Tailoring	1	6	0	4
CTV 1143	Costume Design	1	4	0	3
CTV 1313	Modeling and Grooming	2	2	0	3
CTV 1414	Home Furnishings	1	6	0	4
TOTAL					**14**

COMPLETION AWARD: Vocational Certificate **30**

COMMUNICATIONS ELECTRONICS REPAIR

Program Description: During the first year, general electronics speciality instruction is given in electrical theories and their relationship to radio and television communication and test equipment. Students become skilled in testing and repairing units and minute parts of electronic equipment. A foundation is provided that helps prepare the student for Federal Communications Commission (FCC) license examinations and certified electronics technician positions in industry. The second year covers the fundamentals of testing, troubleshooting and repairing of simple and complex consumer and industrial electronics equipment utilizing hands-on projects. Graduates may choose from a broad selection of career opportunities in the consumer industrial, or communications electronics field.

Campus Location(s): Jackson Campus - Academic/Technical Center, Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
EEV 1116	AC-DC Circuits	4	4	0	6
EEV 1214	Digital Electronics	3	2	0	4
EEV 1713	Electronic Drafting	1	4	0	3
EEV 2414	Electronic Communications	2	4	0	4
TOTAL					**17**
1st Year	**2nd Semester**				
CEV 1113	Satellite Systems	3	0	0	3
EEV 1314	Solid State Devices and Circuits	2	4	0	4
EEV 2813	Video Systems	2	2	0	3
CEV 2823	Video Systems Repair Laboratory	0	2	0	3
TOTAL					**13**
Summer Session					
CEV 2213	Diagnostics and Troubleshooting Laboratory	0	6	0	3
CEV 2313	Video Recording Systems Laboratory	0	6	0	3
TOTAL					**6**

COMPLETION AWARD: Vocational Certificate **36**

COSMETOLOGY

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology. Upon completion of this course, a student is given a certificate, which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
COV 1115	Introduction To Cosmetology	2	9	0	5
COV 1213	Cosmetology Theory I	3	0	0	3
COV 1311	Scalp and Hair Care Treatment	0	3	0	1
COV 1322	Hair Shaping and Styling	0	7	0	2
COV 1412	Care and Styling of Wigs	0	6	0	2
TOTAL					**13**
1st Year	**2nd Semester**				
COV 1223	Cosmetology Theory II	3	0	0	3
COV 1332	Permanent Waves	0	6	0	2
COV 1343	Hair Coloring and Lightening	0	9	0	3
COV 1352	Chemical Hair Relaxing	0	6	0	2
COV 1512	Manicure and Pedicure	0	6	0	2
TOTAL					**12**

2nd Year	**1st Semester**					
COV 1236	Cosmetology Theory III	6	0	0	6
COV 1326	Thermal Techniques	0	6	0	2
COV 1612	Facials and Makeup	0	6	0	2
COV 1712	Beauty Salon Management	0	6	0	2
TOTAL					**12**

COMPLETION AWARD: Vocational Certificate **37**

ELECTRICITY AND WIRING

Program Description: Upon completion of this program, a graduate will be capable of planning, designing, and carrying through to a successful completion, the wiring of a residential structure. This will include the figuring of materials and labor required for the job. The graduate will be capable of bending and installing conduit, calculating feeder and branch circuit sizes, installing panels, motor controls, and pulling wires in an industrial structure. Trouble-shooting and repair of electrical circuits will be emphasized throughout the course.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ELV 1113	Residential/Light Commercial Wiring	2	2	0	3
ELV 1116	AC-DC Current	4	4	0	6
ELV 1214	Electrical Power	2	4	0	4
ELV 1313	Blueprints and Estimating	2	2	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
ELV 1125	Commercial and Industrial Wiring	2	6	0	5
ELV 1156	Supervised Field Experience	1	0	30	6
ELV 1223	Motor Controls and Troubleshooting	2	2	0	3
ELV 1415	Motor Control System	2	6	0	5
TOTAL					**19**

COMPLETION AWARD: Vocational Certificate **35**

FOOD PRODUCTION AND MANAGEMENT

Program Description: This program is designed to prepare individuals for employment in food service operations such as: hospitals, homes for the aged, homes for children, hotels, restaurants, schools, industrial cafeterias and other similar operations. Positions available after completion of the program are food preparation chefs, cooks, pastry chefs, bakers, food service managers and others.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
FPV 1113	Math Principles Related to Food Services	3	0	0	3
FPV 1213	Menu Planning and Cost Control	2	2	0	3
FPV 1313	Equipment and Interior	3	0	0	3
FPV 1314	Fast Foods	2	4	0	4
FPV 1413	Purchasing and Storage	2	2	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
FPV 1325	Quantity Foods I	2	6	0	5
FPV 1513	Catering Services	2	2	0	3
FPV 1613	Front of the House Operations	2	2	0	3
FPV 1912	Internship I	0	0	6	2
FPV 2613	Demonstration Methods	2	2	0	3
TOTAL					**16**

2nd Year		**1st Semester**				
FPV	1124	Food Service and Nutrition II	2	4	0	4
FPV	2813	Food Service Management	2	2	0	3
FPV	2824	Bakery Production and Management	2	4	0	4
FPV	2923	Internship II	0	0	9	3
	TOTAL					**14**
2nd Year		**2nd Semester**				
FPV	2123	Math For Management	3	0	0	3
FPV	2244	Quantity Foods II	2	4	0	4
FPV	2523	Catering Management	2	2	0	3
FPV	2714	Applied Nutrition	2	2	0	4
FPV	2934	Internship III	0	0	12	4
	TOTAL					**18**

COMPLETION AWARD: Vocational Certificate **64**

GRAPHIC AND PRINTING COMMUNICATIONS

Program Description: This program prepares students for entry-level jobs in printing. Instruction is given in layout, paste-up, camera operation, plate making, process color, printing and binding.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
GPV 1212	Overview Of Graphic and Printing	1	2	0	2
GPV 1314	Paste-up and Layout	2	4	0	4
GPV 1412	Graphic Design	1	2	0	2
GPV 1514	Process Camera and Darkroom	2	4	0	4
TOTAL					**12**
1st Year	**2nd Semester**				
GPV 1612	Platemaking	1	2	0	2
GPV 1716	Press Operations	2	8	0	6
GPV 1814	Binding and Finishing Operation	1	6	0	4
GPV 1914	Film Assembly	2	4	0	4
TOTAL					**16**

COMPLETION AWARD: Vocational Certificate **28**

HEAVY EQUIPMENT MAINTENANCE (Diesel/Truck Mechanics)

Program Description: This program is designed to provide training in the field of diesel and truck mechanics, This includes a study of engine design, use, maintenance and repair techniques. The program covers internal combustion, electrical systems, hydraulics, power trains, air conditioning, refrigeration and other related areas.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATV 1213	Brakes (Hydraulic)	2	2	0	3
HEV 1114	Introduction to Heavy Equipment Mechanics	1	6	0	4
HEV 1214	Introduction to Diesel Engine	1	6	0	4
HEV 1425	Preventive Maintenance and Service	2	6	0	5
TOTAL					**16**
1st Year	**2nd Semester**				
HEV 1314	Diesel Fuel Systems	2	4	0	4
HEV 1513	Hydraulics	1	4	0	3
HEV 1713	Introduction to Power Trains	1	4	0	3
HEV 2625	Advanced Brake Systems	2	6	0	5
TOTAL					**15**

2nd Year	**1st Semester**					
HEV 1224	Engine Rebuilding	2	4	0	4	
HEV 1413	Diesel Tune-up	1	4	0	3	
HEV 2325	Advanced Fuel Systems	2	6	0	5	
HEV 2816	Auxiliary Systems Components	2	8	0	6	
TOTAL					**18**	
2nd Year	**2nd Semester**					
HEV 2235	Engine Troubleshooting and Tune-up	2	6	0	5	
HEV 2525	Advanced Hydraulics	2	6	0	5	
HEV 2725	Advanced Power Trains	2	6	0	5	
TOTAL					**15**	

COMPLETION AWARD: Vocational Certificate **64**

INDUSTRIAL DRAFTING

Program Description: The Industrial Drafting curriculum prepares the student for employment in many drafting fields. The classroom training provides a foundation in basic drafting practices and advanced drafting techniques. The student will take advanced courses in architectural, civil, and computer aided drafting. The program provides a foundation in the standards being used in business and industry. Graduates of the Industrial Drafting program are employed as draftspersons/CAD operators in the following areas: architectural, civil, electrical, mechanical, consulting engineering, civil service, state highway, and general drafting.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDV 1115	Fundamentals Of Drafting	2	6	0	5
DDV 1125	Machine Drafting I	2	6	0	5
DDV 2145	Machine Drafting II	2	6	0	5
TOTAL					**15**
1st Year	**2nd Semester**				
DDV 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDV 1615	Architectural Design I	2	6	0	5
DDV 2625	Architectural Design II	2	6	0	5
DDV 2915	Special Projects	2	6	0	5
TOTAL					**20**
2nd Year	**1st Semester**				
DDV 1413	Elementary Surveying	2	2	0	3
DDV 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDV 2425	Mapping and Topography	2	6	0	5
DDV 2925	Special Projects II	2	6	0	5
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate **53**

INDUSTRIAL MAINTENANCE TRADES

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the areas of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals and building codes, using hand tools and carpenter, electrician and plumber's tools and special problems arising in maintenance.

Campus Location(s): Vicksburg-Warren Co. Branch; Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
IMV 1014	Essential Skills for Industrial Maintenance Trades	2	4		4
TOTAL					4

1st Year	**1st Semester**				
IMV 1214	Maintenance Welding and Metals I	1	6		4
IMV 1314	Maintenance of Heating, Ventilating, and Air Conditioning I	1	6		4
IMV 1414	Industrial Maintenance Electricity I	1	6		4
IMV 1513	Structural Repair	1	4		3
RSV 1003	Related Studies I	2	2		3
TOTAL					**18**
1st Year	**2nd Semester**				
IMV 1113	Industrial Maintenance Plumbing	1	4		3
IMV 1224	Maintenance Welding and Metals II	1	6		4
IMV 1324	Maintenance of Heating, Ventilating, and Air Conditioning II	1	6		4
IMV 1424	Industrial Maintenance Electricity II	1	6		4
RSV 1013	Related Studies II	2	2		3
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate (One Year) **40**

MACHINE SHOP

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students will learn advanced machining processes which include basic and intermediate CNC programming, advanced machine shop math, advanced blue print reading and surface grinding methods.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MSV 1115	Power Machinery I	1	8	0	5
MSV 1313	Advanced Shop Mathematics	2	2	0	3
MSV 1413	Blueprint Reading	2	2	0	3
MSV 1513	Machine Tools I	2	2	0	3
TOTAL					**14**
1st Year	**2nd Semester**				
MSV 1124	Power Machinery II	1	6	0	4
MSV 1423	Advanced Blueprint Reading	2	2	0	3
MSV 1523	Machine Tools II	2	2	0	3
MSV 1613	Precision Layout	2	2	0	3
TOTAL					**13**
2nd Year	**1st Semester**				
DDV 1315	Principles Of Computer Aided Drafting (CAD)	2	6	0	5
MSV 2135	Advanced Power Machinery I	2	6	0	5
MSV 2714	Computer Numerical Control Operations I	3	2	0	4
TOTAL					**14**
2nd Year	**2nd Semester**				
MSV 2145	Advanced Power Machinery II	2	6	0	5
MSV 2726	Computer Numerical Control Operations II	2	8	0	6
MSV 2812	Metallurgy	1	2	0	2
TOTAL					**13**

COMPLETION AWARD: Vocational Certificate **54**

MEAT MERCHANDISING

Program Description: The Meat Merchandising program is designed to prepare the student for entry level employment in the various related phases of processing, marketing, and merchandising of meats. Major emphasis is placed upon retail merchandising at the supermarket level. Graduates of the program have been employed in the following types of jobs: apprentice meat cutter, assistant market manager, market manager, meat buyer, meat inspector, line supervisor in food processing plant, food specialty shop employee, sausage foreman, meat sales, and hotel supply houses.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MTV 1118	Introduction to Meat Merchandising	2	12	0	8
MTV 1218	Meat Merchandising I	2	12	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
MTV 1228	Meat Merchandising II	2	12	0	8
MTV 1318	Advanced Meat Merchandising I	2	12	0	8
TOTAL					**16**
Summer Session					
MTV 1328	Advanced Meat Merchandising II	2	12	0	8
TOTAL					**8**
COMPLETION AWARD: Vocational Certificate					**40**

OFFICE MACHINE REPAIR

Program Description: Training in Office Machine Repair emphasizes the functions and adjustments of all standard office machines and microcomputers, as well as cleaning, repairing and estimating the cost of repairs on these machines. Live operating equipment is used in the shop so that the students may solve problems similar to those found in actual work situations.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CEV 1118	Direct Current Circuits (1st 8 Week Term)	4	8	0	8
CEV 1128	Alternating Current Circuits (2nd 8 Week Term)	4	8	0	8
RSV 1003	Related Studies I	2	2	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
CEV 1138	Solid State Devices and Semiconductors (1st 8 Week Term)	4	8	0	8
OMV 1148	Introduction to Office Machines (2nd 8 Week Term)	4	8	0	8
RSV 1013	Related Studies II	2	2	0	3
TOTAL					**19**
Summer Session					
OMV 1158	Electronic Office Machines I (8 Week Term)	4	8	0	8
TOTAL					**8**
2nd Year	**1st Semester**				
OMV 2118	Electronic Office Machines II (1st 8 Week Term)	4	8	0	8
OMV 2128	Advanced Problems (2nd 8 Week Term)	4	8	0	8
TOTAL					**16**
COMPLETION AWARD: Vocational Certificate					**62**

PRACTICAL NURSING

Program Description: The Practical Nursing program prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. Graduates of the twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-P. Students who complete the first semester may qualify as Nursing Assistants. This program is accredited by the Mississippi Department of Education, Office of Vocational, Technical and Adult Education.

Campus Location(s): Jackson Campus - Nursing/Allied Health Center; Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
AHT 1021	Essential Skills for Allied Health Laboratory	0	2	0	1
TOTAL					**3**
1st Year	**1st Semester**				
PNV 1212	Basic Nutrition	2	0	0	2
PNV 1313	Body Structure and Function	2	2	0	3
PNV 1322	Growth and Development	2	0	0	2
PNV 1414	Fundamentals of Nursing	4	0	0	4
PNV 1425	Fundamentals of Nursing Laboratory and Clinical	0	6	8	5
RSV 1003	Related Studies I	2	2	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
PNV 1439	Medical/Surgical Disorders	4	2	16	9
PNV 1514	Pharmacology	2	2	0	4
PNV 1714	Pediatric Nursing	3	0	4	4
TOTAL					**17**
Summer Session					
PNV 1454	Alternations In Genito-Urinary and Endocrine	3	0	4	4
PNV 1613	Maternal and Newborn Care	2	0	4	3
PNV 1813	Psychiatric Concepts	2	0	4	3
TOTAL					**10**
COMPLETION AWARD: Vocational Certificate					**49**

Note: AHT 1012 and AHT 1021 Essential Skills for Allied Health and Laboratory may be taken concurrently with 1st Year-1st Semester Courses or as prerequisites.

REFRIGERATION AND AIR CONDITIONING

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACV 1111	CFC Certification	1	0	0	1
ACV 1114	Basic Compression Refrigeration	2	4	0	4
ACV 1213	Climatic Controls I	2	2	0	3
ACV 1315	Residential Refrigeration	2	6	0	5
ACV 1913	Tubing and Pipe	1	4	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
ACV 1223	Climatic Controls II	2	2	0	3
ACV 1323	Commercial Systems	2	4	0	4
ACV 1413	Air Conditioning I	2	2	0	3
ACV 1933	Special Project	1	4	0	3
ELV 1214	Electrical Power	2	4	0	4
TOTAL					**17**

2nd Year	**1st Semester**				
ACV 2424	Air Conditioning II	2	4	0	4
ACV 2514	Computerized Energy Management I	2	4	0	4
ACV 2613	Psychometrics	1	4	0	3
ACV 2624	Heat Load Calculation and Duct Sizing	2	4	0	4
TOTAL					**15**
2nd Year	**2nd Semester**				
ACV 1946	Work Experience	0	0	18	6
ACV 2146	Heat Pump Certification	6	0	0	6
ACV 2433	Air Conditioning III	2	2	0	3
ACV 2523	Computerized Energy Management II	2	2	0	3
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate (Two Year) **66**

WELDING

Program Description: The Welding curriculum is designed to prepare the student for entry level employment in the field of welding. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW), and Gas Tungsten Arc Welding (GTAW).

Campus Location(s): Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
WLV 1115	Shielded Metal Arc	1	10	0	5
WLV 1122	Blueprint Reading	2	0	0	2
WLV 1127	Gas Metal Arc Welding	1	12	0	7
	Vocational/Technical Elective	1	2	0	2
TOTAL					**16**
1st Year	**2nd Semester**				
WLV 1136	Gas Tungsten Arc Welding	1	10	0	6
WLV 1143	Flux Cored Arc Welding	1	4	0	3
WLV 1155	Fabrication	1	8	0	5
TOTAL					**14**
Vocational/Technical Electives:					
WLV 1162	Gas Metal Arc Aluminum Welding	1	2	0	2
WLV 1172	Oxyacetylene Welding	1	2	0	2
WLV 1212	Plasma Arc Cutting	1	2	0	2
WLV 1222	Air Carbon Arc Cutting	1	2	0	2

COMPLETION AWARD: Vocational Certificate **30**

VOCATIONAL COURSE DESCRIPTIONS

AIRFRAME AND POWERPLANT MAINTENANCE
(Aircraft Mechanics)

APV 1118 **General Theory of Maintenance I** **8 SH**
(Prerequisite: None) A study of basic math, physics, and electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes. (4 hr lecture, 8 hr lab)

APV 1128 **General Theory of Maintenance II** **8 SH**
(Prerequisite: APV 1118) A study of fuel systems, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records. (4 hr lecture, 8 hr lab)

APV 1138 **Powerplant I** **8 SH**
(Prerequisite: APV 1118, APV 1128) Introduction to reciprocating engines, engine inspections, engine instrument systems, engine fire protections, lubrication, systems, and ignition systems. (4 hr lecture, 8 hr lab)

APV 1148 **Powerplant II** **8 SH**
(Prerequisite: APV 1138) A study of engine electrical systems, fuel metering systems, engine fuel systems, induction systems, and reciprocating engine overhaul. (4 hr lecture, 8 hr lab)

APV 2118 **Powerplant III** **8 SH**
(Prerequisite: APV 1148) A study of turbine engines and sub-systems, propellers and engine trouble-shooting (4 hr lecture, 8 hr lab)

APV 2128 **Airframe I** **8 SH**
(Prerequisite: APV 1118, APV 1128) A study of aircraft structures, sheet metal, aircraft coverings, aircraft finishing, aircraft welding. (4 hr lecture, 8 hr lab)

APV 2138 **Airframe II** **8 SH**
(Prerequisite: APV 2128) A study of aircraft assembly and rigging, aircraft inspection and hydraulic and pneumatic systems. (4 hr lecture, 8 hr lab)

APV 2148 **Airframe III** **8 SH**
(Prerequisite: APV 2138) A study of aircraft landing gear systems, cabin atmospheric systems, aircraft instruments systems, communication and navigation systems, ice and rain control systems and fire protection systems. (4 hr lecture, 8 hr lab)

AUTOMOTIVE BODY AND FRAME REPAIR

ABV 1112 **Autobody Electric** **2 SH**
(Prerequisite: None) A course designed to give students a better understanding of automotive electricity. Includes theory and shop practical usage on electrical test equipment, tracing circuits and basic wiring on automobiles. (1 hr lecture, 2 hr lab)

ABV 1133 **Tool Usage and Hazardous Materials** **3 SH**
(Prerequisite: None) A course designed to give the student a better understanding of tool usage and hazardous materials. Includes instruction on hand tools, air and power electric tools used in safe shop conditions. Course of study also includes safety and proper usage of tools in the shop area. Emphasis placed on hazardous materials on the properties and dangers to the body, cleanup, spills and personal liabilities. (1 hr lecture, 4 hr lab)

ABV 1314 **Automotive Body Welding and Cutting** **4 SH**
(Prerequisite: None) A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the plasma arc torch and MIG welder in repairing the high strength steels used in unibody construction. (1 hr lecture, 6 hr lab)

ABV 1325 **Sheet Metal Repair** **5 SH**
(Prerequisite: None) A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in using various tools to remove dents and wrinkles in sheet metal and the repair of rusted panels. (1 hr lecture, 8 hr lab)

ABV 1333 **Major Metal Repair** **3 SH**
(Prerequisite: ABV 1325) A course in the repair and replacement of panels and other major body components. Includes instruction in the use of power equipment. (6 hr lab)

ABV 1413 **Bumper and Grill Repair** **3 SH**
(Prerequisite: None) A course in the repair and replacement of bumpers, grills, and related front-end body parts including headlights. (1 hr lecture, 4 hr lab)

ABV 1514 **Refinishing** **4 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge in the application of paint and sealants to automobiles. Includes instruction and practice in the refinishing of aluminum and the application of special coating. (1 hr lecture, 6 hr lab)

ABV 1613 **Hardware, Glass and Trim** **3 SH**
(Prerequisite: None) A course which provides instruction and practice in removing and reinstalling interior trim and removal and replacement of glass. Locating and repairing water leaks, wind noise alignment of windows, repair of trim and the application of pinstriping. (2 hr lecture, 2 hr lab)

ABV 1714 **Fiberglass and Roof Repair** **4 SH**
(Prerequisite: None) A course to provide instruction and practice in the repair of fiberglass body parts of automobiles, refinishing and replacement of metal and vinyl roofs on vehicles. (1 hr lecture, 6 hr lab)

ABV 2524 **Advanced Refinishing** **4 SH**
(Prerequisite: ABV 1514) A continuation of the refinishing course with emphasis on advanced techniques including detailing, pinstriping, airbrushing, lettering, and special techniques for fiberglass. (1 hr lecture, 6 hr lab)

ABV 2614 **Conventional Frame Repair** **4 SH**
(Prerequisite: None) An introduction to repair of conventional frame vehicles. Includes instruction in setting up alignment equipment and in analyzing frame damage. (1 hr lecture, 6 hr lab)

ABV 2624 **Advanced Frame Repair** **4 SH**
(Prerequisite: ABV 2614) A course designed to provide instruction and practice in the repair and realignment of conventional and unibody automotive frames. (2 hr lecture, 4 hr lab)

ABV 2813 **Collision Analysis and Estimation** **3 SH**
(Prerequisite: None) A course which covers how to determine replaceable parts, estimation of repair time, use of reference manuals, etc. legal aspects of automotive body repair. (2 hr lecture, 2 hr lab)

ABV 2913 **Shop Management** **3 SH**
(Prerequisite: None) An introduction to small business management techniques as applied to the automotive body repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. (2 hr lecture, 2 hr lab)

AUTOMOTIVE MACHINIST

AUV 1116 **Crankshaft and Camshaft Service** **6 SH**
(Prerequisite: None) This course includes the study of camshafts, straightening, re-cutting of centers, cutting masters, and grinding camshafts; a study of degree, lift, and durations of cams; a study of PARCO treating and finishing cams. Included is crankshaft grinding with the semi-automatic machine; the study and use of radius dressing of wheels and radius grinding of cranks; straightening and centering, finishing and preparation for installation of crankshafts; piston knurlizing and cam bearing installation; blueprinting and complete balancing of engines, including flywheel and harmonic balancer. (2 hr lecture, 8 hr lab)

AUV 1124 **Connecting Rod Resizing** **4 SH**
(Prerequisite: None) Rebuilding connecting rods; honing rods and spindles, installing bushings; fitting and stalling connecting rods and pistons. (1 hr lecture, 6 hr lab)

AUV 1215 **Cylinder Block Service** **5 SH**
(Prerequisite: None) This course includes cylinder boring; a study of abrasives and honing grits; crosshatching and finishing of cylinders; of main bearing saddles, cam bearings, and housing bores; and a study of speeds and feeds related to boring. (2 hr lecture, 6 hr lab)

AUV 1314 **Cylinder Head Service** **4 SH**
(Prerequisite: None) This course includes the rebuilding and cleaning of cylinder heads; valve guide knurlizing, replacing, and installation; valve seat replacing and installation; grinding seats, valve rocker arms, chamfering and machining for patented seal and surfacing cylinder heads. (2 hr lecture, 4 hr lab)

AUV 1415 **Engine Assembly and Testing** **5 SH**
(Prerequisite: None) This course includes preparation of a block for assembly, micrometer measuring, torquing, and assembly; running-in engine; checking oil pressure; compression; adjustment of valves; and checking for leaks and knocks. (2 hr lecture, 6 hr lab)

AUV 1514 **Introduction to Automotive Machine Shop Practices** **4 SH**
(Prerequisite: None) This course includes the study and practice of personal hand tools and shop safety; study and practice of measuring; types of calipers, micrometers, and gauges; types and uses of hand tools, mechanical tools, power, and hydraulic tools, fluids, and coolants; and identification of materials and metals. Included is the development of employment skills useful to the Automotive Machining occupations. (2 hr lecture, 4 hr lab)

AUV 1614 **Preparation and Use of Surfacing and Grinding Machines** **4 SH**
(Prerequisite: None) This course includes study of surfacing machines such as metal lathe, milling machine, and grinding machine; sharpening of lathe, milling machine, and grinding machine, surfacing and grinding processes essential to automotive machining occupations. (2 hr lecture, 4 hr lab)

AUTOMOTIVE MECHANICS

ATV 1114 **Electrical Systems** **4 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (2 hr lecture, 4 hr lab)

ATV 1213 **Brakes** **3 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (2 hr lecture, 2 hr lab)

ATV 1316 **Manual Drive Trains/Transaxles** **6 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. (3 hr lecture, 6 hr lab)

ATV 1414 **Basic Engine Performance** **4 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (2 hr lecture, 4 hr lab)

ATV 1513 **Basic Fuel Systems** **3 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems. Includes instruction in the diagnosis and repair/adjustment of infrared exhaust analyzers, carburetors, air control systems, and deceleration systems. (2 hr lecture, 2 hr lab)

ATV 1715 **Engine Repair** **5 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (2 hr lecture, 6 hr lab)

ATV 2325 **Automatic Transmissions/Transaxles** **5 SH**
(Prerequisite: ATV 1316) A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (3 hr lecture, 4 hr lab)

ATV 2334 **Steering and Suspension Systems** **4 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (2 hr lecture, 4 hr lab)

ATV 2344 **Wheel Alignment** **4 SH**
(Prerequisite: ATV 2334) A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. (1 hr lecture 6 hr lab)

ATV 2524 **Advanced Carburetion Systems** **4 SH**
(Prerequisite: ATV 1513) A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems, and other features found on newer model fuel systems. (2 hr lecture, 4 hr lab)

ATV 2534 **Computer & Electronic Fuel Injection Systems** **4 SH**
(Prerequisite: ATV 2524) A course to provide technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. (2 hr lecture, 4 hr lab)

ATV 2614 **Heating and Air Conditioning** **4 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. (2 hr lecture, 4 hr lab)

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

AAV 1118 **Orientation and Records Procedures** **8 SH**
(Prerequisite: None) This course is an orientation to safety, job opportunities, physical structure, and history of accessories marketing. Also included are operational procedures for accessories marketing. (2 hr lecture, 12 hr lab)

AAV 1218 **Automotive Assemblies** **8 SH**
(Prerequisite: None) This course includes the function and identification of all automotive systems. Covered are engine, transmission, front suspension, brake system, electrical system, rear axle, drive line, and cooling and air conditioning system. Also included are tools and equipment used in the automotive industry. (2 hr lecture, 12 hr lab)

AAV 1318 **Catalog and Merchandising** **8 SH**
(Prerequisite: None) This course covers the use of catalogs, price sheets, display design, and advertising methods. Included is the writing of invoices and figuring discounts. (2 hr lecture, 12 hr lab)

AAV 1418 **Internal Operations and Sales** **8 SH**
(Prerequisite: None) This course is the study of stock investment, stock turnover, developing sales attitude, shipping and receiving methods, and selling. (2 hr lecture, 12 hr lab)

AAV 1518 **Supervised Sales Experience** **8 SH**
(Prerequisite: AAV 1118, 1218, 1318 and 1418) Study of practical experience in dealing with the public regarding the parts industry, either by role playing in a school environment or by actual work experience under supervised conditions. (2 hr lecture, 18 hr supervised work experience)

BARBERING

BAV 1118 **Basic Practices in Barbering** **8 SH**
(Prerequisite: None) Basic practices include orientation, history, safety, and practical experience in handling tools and hair cutting. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1218 **Elementary Practices in Barbering I** **8 SH**
(Prerequisite: BAV 1118) Elementary practices include practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1318 **Elementary Practices in Barbering II** **8 SH**
(Prerequisite: BAV 1218) This course includes practices in sanitization and sterilization, hygiene and good grooming, hair analysis, and styling chemically processed hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1418 **Intermediate Practices in Barbering I** **8 SH**
(Prerequisite: BAV 1318) This course includes practices in colors and bleach, and treatment of damaged hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1518 **Intermediate Practices in Barbering II** **8 SH**
(Prerequisite: BAV 1418) This course includes a study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in giving a facial massage, rendering a plain facial, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 1618 **Advanced Practices in Barbering** **8 SH**
(Prerequisite: BAV 1518) This course includes the study of business management and business law applicable to shop management. Practice is included in basic first aid procedures and trimming a mustache and beard, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 2218 **Barbering Instructor Training I** **8 SH**
(Prerequisite: Two years experience as an active licensed barber or immediately upon completion of 1500 clock hours of barber training and said applicant passes the Barber Board Examination.) This course is designed to prepare students to become barber instructors. Includes theory, methodology and techniques in hair cutting, styling, salesmanship, student records, lectures, supervision, and office work.

BAV 2228 **Barbering Instructor Training II** **8 SH**
(Prerequisite: Satisfactory completion of Barbering Instructor Training I.) A continuation of Barbering Instructor Training I.

BUILDING CONSTRUCTION
BRICK, BLOCK AND STONEMASONRY OPTION

BSV 1014 **Essential Skills for Brick, Block and Stonemasonry** **4 SH**
(Prerequisite: None) This course is composed of the essential skills from the high school Brick, Block, and Stonemasonry curriculum. This course is designed for students entering Brick, Block, and Stonemasonry who have had no previous training in the field. (1 hr lecture, 14 hr lab)

BSV 1118 **Estimating Masonry** **8 SH**
(Prerequisite: None) This course is deigned to prepare the student to estimate the building materials for masonry through blueprint reading and calculation. (1 hr lecture, 14 hr lab)

BSV 1213 **Masonry Construction I** **3 SH**
(Prerequisite: None) This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (1 hr lecture, 4 hr lab)

BSV 1223 **Masonry Construction II** **3 SH**
(Prerequisite: BSV 1213) This course is a continuation of BSV 1213. (1 hr lecture, 4 hr lab)

BSV 1313 **Reinforced Masonry I** **3 SH**
(Prerequisite: None) This course is designed to give the student experience in construction of reinforced masonry. (1 hr lecture, 4 hr lab)

BSV 1323 **Reinforced Masonry II** **3 SH**
(Prerequisite: BSV 1313) This course is a continuation of BSV 1313. (1 hr lecture, 4 hr lab)

BSV 1413 **Block & Stonemasonry I** **3 SH**
(Prerequisite: None) This course is designed to give the student experience in laying blocks and stones. (1 hr lecture, 4 hr lab)

BSV 1423 **Block & Stonemasonry II** **3 SH**
(Prerequisite: BSV 1413) This course is a continuation of BSV 1413. (1 hr lecture, 4 hr lab)

BSV 1516 **Arch Construction** **6 SH**
(Prerequisite: None) This course is designed to give the student experience in constructing arches. (1 hr lecture, 4 hr lab)

BSV 1614 **Chimney & Fireplaces** **4 SH**
(Prerequisite: None) This course is designed to give the student experience in constructing chimneys and fireplaces. (2 hr lecture, 4 hr lab)

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

CAV 1014 **Essential Skills for Residential Carpentry** **4 SH**
(Prerequisite: None) This course is composed of the essential skills from the high school Carpentry curriculum. This course is designed for students entering Carpentry who have had no previous training in the field. (2 hr lecture, 4 hr lab)

CAV 1113 **Foundations I** **3 SH**
(Prerequisite: None) This course includes site selection, site preparation, blueprint reading, building forms, floor and sill framing. (1 hr lecture, 4 hr lab)

CAV 1123 **Foundations II** **3 SH**
(Prerequisite: CAV 1113) This course is a study of the various types of foundations used in the building construction occupation. Applied laboratory techniques of constructing the foundations are included as an integral part of the course. (1 hr lecture, 4 hr lab)

CAV 1214 **Framing I** **4 SH**
(Prerequisite: None) This course is designed to give the student experience in framing including floor, wall, and roof. (1 hr lecture, 6 hr lab)

CAV 1224 **Framing II** **4 SH**
(Prerequisite: CAV 1214) This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (1 hr lecture, 6 hr lab)

CAV 1315 **Interior Finishing and Cabinet Making** **5 SH**
(Prerequisite: None) This course includes experience in all types of interior wall covering and trim work with emphasis placed on cabinet construction. (1 hr lecture, 8 hr lab)

CAV 1413 **Roofing** **3 SH**
(Prerequisite: None) Types of roofs, truss systems, roof bracing, stress factors, roofing materials and their application. Basic roofing techniques, including materials selection, roof styles, cost estimation and installation procedures. Types of trims (moldings, cornices, door and window trims, and wainscoting). Wall covering techniques, styles, installation and finishing. (1 hr lecture, 4 hr lab)

CAV 1513 **Exterior Finishing** **3 SH**
(Prerequisite: None) Types of trims (moldings, cornices, door and window trim, and wainscoting). Wall covering techniques, styles, installation and finishing. (1 hr lecture, 4 hr lab)

CLOTHING AND TEXTILES SERVICES

CTV 1114 **Garment Construction** **4 SH**
(Prerequisite: None) An application of principles and techniques with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types. (1 hr lecture, 6 hr lab)

CTV 1123 **Alterations** **3 SH**
(Prerequisite: None) Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations by hand and on the machine. (1 hr lecture, 4 hr lab)

CTV 1134 **Tailoring** **4 SH**
(Prerequisite: None) The application of tailoring techniques in the construction garments using various fabrics. (1 hr lecture, 6 hr lab)

CTV 1143 **Costume Design** **3 SH**
(Prerequisite: None) A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expensive details is encouraged. (1 hr lecture, 4 hr lab)

CTV 1213 **Fabric and Equipment Use and Care** **3 SH**
(Prerequisite: None) An introductory course which deals with relations of use and care of equipment to production, instructions, in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing. (1 hr lecture, 4 hr lab)

CTV 1223 **Textiles** **3 SH**
(Prerequisite: None) This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required. (2 hr lecture, 2 hr lab)

CTV 1233 **Fabric and Accessory Design** **3 SH**
(Prerequisite: None) A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batik, tie-dye, and stencil with in-depth applications of fabric design. (1 hr lecture, 4 hr lab)

CTV 1313 **Modeling and Grooming** **3 SH**
(Prerequisite: None) This course offers a thorough treatment of the basic concepts of modeling through free and easy exercise, poise, walking, hand position, hair styles, eyelashes, photography and make up. Retailing, promotional sales and television is emphasized. (2 hr lecture, 2 hr lab)

CTV 1414 **Home Furnishings** **4 SH**
(Prerequisite: None) A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included. (1 hr lecture, 6 hr lab)

CTV 1913 **Internship** **3 SH**
(Prerequisite: None) A work-experience program designed to allow the student to apply classroom learning to on-the-job situations. (9 hours supervised work experience)

COMMUNICATIONS ELECTRONICS REPAIR

CEV 1113 **Satellite Systems** **3 SH**
(Prerequisite: None) A course to provide instruction and practice in the installation, setup, adjustment, and maintenance and service of satellite equipment including up and down links. (1 hr lecture, 4 hr lab)

CEV 2213 **Diagnostics and Troubleshooting Lab** **3 SH**
(Prerequisites: EEV 2813, EEV 2823) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry-type setting. (6 hr lab)

CEV 2313 **Video Recording Systems Lab** **3 SH**
(Prerequisites: EEV 2813, EEV 2823) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)

CEV 2823 **Video Systems Repair Lab** **3 SH**
(Prerequisite: EEV 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers and video monitors. (6 hr lab)

COSMETOLOGY

COV 1115 **Introduction to Cosmetology** **5 SH**
(Prerequisite: None) This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. (2 lecture, 9 hr lab)

COV 1213 **Cosmetology Theory I** **3 SH**
(Prerequisite: COV 1115) Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and fingerwaves. (3 hr lecture)

COV 1223 **Cosmetology Theory II** **3 SH**
(Prerequisite: COV 1115) Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening and safety practices are covered. (3 hr lecture)

COV 1236 **Cosmetology Theory III** **6 SH**
(Prerequisite: COV 1223) Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. (6 hr lecture)

COV 1311 **Scalp and Hair Treatment** **1 SH**
(Prerequisite: COV 1213) Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. (3 hr lab)

COV 1322 **Hair Shaping and Styling** **2 SH**
(Prerequisite: COV 1213) Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. (7 hr lab)

COV 1332 **Permanent Waves** **2 SH**
(Prerequisite: COV 1223) Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. (6 hr lab)

COV 1343 **Hair Coloring and Lightening** **3 SH**
(Prerequisite: COV 1223) Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. (9 hr lab)

COV 1352 **Chemical Hair Relaxing** **2 SH**
(Prerequisite: COV 1223) Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. (6 hr lab)

COV 1362 **Thermal Techniques** **2 SH**
(Prerequisite: COV 1236) Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. (6 hr lab)

COV 1412 **Care and Styling of Wigs** **2 SH**
(Prerequisites: COV 1115, COV 1213, COV 1311, COV 1322) Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. (6 hr lab)

COV 1512 **Manicure and Pedicure** **2 SH**
(Prerequisite: COV 1223) Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety consideration. (6 hr lab)

COV 1612 **Facials and Makeup** **2 SH**
(Prerequisite: COV 1236) Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. (6 hr lab)

COV 1712 **Beauty Salon Management** **2 SH**
(Prerequisite: COV 1236) Practical application in opening and operating a beauty salon in accordance with state regulations. (6 hr lab)

ELECTRICITY AND WIRING

ELV 1113 **Residential/Light Commercial Wiring** **3 SH**
(Co-requisite: ELV 1116) A course to provide advanced skills related to the wiring of single-family and small commercial buildings. Includes instruction and practice in service entrance installation and specialized circuits. (2 hr lecture, 2 hr lab)

ELV 1116 **AC-DC Current** **6 SH**
(Prerequisite: None) Electrical theory; definition of terms, safety and national code study. (4 hr lecture, 4 hr lab)

ELV 1125 **Commercial and Industrial Wiring** **5 SH**
(Prerequisite: ELV 1313) A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduit and other raceways, NEC code requirements, and three-phase distribution networks. (2 hr lecture, 2 hr lab)

ELV 1156 **Supervised Field Experience** **6 SH**
(Prerequisite: ELV 1415) Trouble-shooting and repair of electrical circuits; 3 phase transformer installations; continued study of the National Code; special projects and/or approved supervised work experience. (1 lecture, 30 hr supervised work experience)

ELV 1214 **Electrical Power** **4 SH**
(Co-requisite: ELV 1116) A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternations. (2 hr lecture, 4 hr lab)

ELV 1223 **Motor Controls and Troubleshooting** **3 SH**
(Co-requisite: ELV 1125) A course to familiarize the student with the principles and practice of electrical motor controls. (2 hr lecture, 2 hr lab)

ELV 1313 **Blueprints and Estimating** **3 SH**
(Co-requisite: ELV 1116) A course to develop skills and knowledge related to the interpretation of blueprints for commercial/industrial installations and estimating costs of such installations. (2 hr lecture, 2 hr lab)

ELV 1415 **Motor Control Systems** **5 SH**
(Co-requisite: ELV 1125) A course in the installation of different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. (2 hr lecture, 6 hr lab)

FOOD PRODUCTION AND MANAGEMENT

FPV 1113 **Math Principles Related To Food Service** **3 SH**
(Prerequisite: None) This is an applied math course devoted to operational procedures for food service personnel. Emphasis is on using math skills for converting recipes, costing, portion control, mark-ups, interest on loans, taxes, food service reports and financial statements. (3 hr lecture)

FPV 1124 **Food Service and Nutrition II** **4 SH**
(Prerequisite: None) A continuation of FPV 2714. (2 hr lecture, 4 hr lab)

FPV 1213 **Menu Planning and Cost Control** **3 SH**
(Prerequisite: None) Planning menus for nutritional adequacy and profit will be emphasized in this course. Cost analysis, cyclic menus, and menu design will be emphasized in the accompanying lab. (2 hr lecture, 2 hr lab)

FPV 1313 **Equipment and Interior** **3 SH**
(Prerequisite: None) This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit. (3 hr lecture)

FPV 1314 **Fast Foods** **4 SH**
(Prerequisite: None) This course will emphasize the food preparation techniques and use of equipment and service techniques commonly utilized by fast food establishments. Salad bars, sandwiches, fried foods and beverage items will be prepared in a foods lab that accompanies this course. Instruction in counter service and cashiering will also be included. (2 hr lecture, 4 hr lab)

FPV 1325 **Quantity Foods I** **5 SH**
(Prerequisite: None) Emphasis is placed on principles and techniques of quantity food preparation. Laboratory includes proper use of equipment, sanitation and safety methods, and quality controls in preparing and serving meals. (2 hr lecture, 6 hr lab)

FPV 1413 **Purchasing and Storage** **3 SH**
(Prerequisite: None) This course is designed to introduce the student to food purchasing and storage terminology and practice. Effective receiving and inventory procedures will be emphasized to control food costs and waste in a food service operation. Computer software will be used to assist in this procedure. (2 hr lecture, 2 hr lab)

FPV 1513 **Catering Services** **3 SH**
(Prerequisite: None) This course introduces the student to catering services. Emphasis is on planning, operation and care of equipment, and quality of food. (2 hr lecture, 2 hr lab)

FPV 1613 **Front of House Operations** **3 SH**
(Prerequisite: None) This course introduces the student to the fundamentals of dining and beverage service. Emphasis is placed on the types of dining service, beverage use, service, and laws, dining service positions and duties, cashier functions, merchandising and international dining service. Laboratory practice parallels classwork. (2 hr lecture, 2 hr lab)

FPV 1912 **Internship I** **2 SH**
(Prerequisite: None) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (6 hr externship)

FPV 2123 **Math for Management** **3 SH**
(Prerequisite: FPV 1113) A continuation of Math Principles Related to Food Service. This course will be devoted to operational procedures for the management staff as well as the metric system and related tax laws and regulations. (3 hr lecture)

FPV 2244 **Quantity Foods II** **4 SH**
(Prerequisite: None) A continuation of FPV 1325. (2 hr lecture, 4 hr lab)

FPV 2523 **Catering Management** **3 SH**
(Prerequisite: FPV 1513) This course is designed to introduce the student to managing and operating a catering business. It will take the student from obtaining the necessary permits and license to implementing and maintaining a catering business. (2 hr lecture, 2 hr lab)

FPV 2714 **Applied Nutrition** **4 SH**
(Prerequisite: None) Food and eating habits in relationship to adequate nutrition, application of nutrition to menu planning, the life cycle, digestive system, metabolism and body functions will be emphasized in this course. (2 hr lecture, 2 hr lab)

FPV 2813 **Food Service Management** **3 SH**
(Prerequisite: Sophomore standing) This course is designed to give food service operators an insight into the management of personnel. Students will be prepared to perform management duties such as scheduling, job evaluations, employee orientation and training, payrolls, and rating employee performance. This course will explore the process by which the manager can enable his/her employees to function efficiently and effectively. These processes will include organization and planning, communication, motivation, and training. (2 hr lecture, 2 hr lab)

FPV 2824 **Bakery Production and Management** **4 SH**
(Prerequisite: None) This course is designed to give each student skills in managing a bake shop operation. Emphasis is on preparation, advertising, marketing, and costing of bakery products. (2 hr lecture, 4 hr lab)

FPV 2923 **Internship II** **3 SH**
(Prerequisite: FPV 1912) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (9 hr externship)

FPV 2934 **Internship III** **4 SH**
(Prerequisite: FPV 2923) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (12 hr externship)

GRAPHIC AND PRINTING COMMUNICATIONS

GPV 1212 **Overview of Graphic & Printing Communications** **2 SH**
(Prerequisite: None) This course is an overview of the graphic arts. Students will study the major historical events and copyright restrictions. An overview of the general safety practices, measurements, and printing processes is included (1 hr lecture, 2 hr lab)

GPV 1314 **Paste-Up and Layout** **4 SH**
(Prerequisite: None) Instruction and practice of lithographic stripping techniques, platemaking, and color reproduction. (2 hr lecture, 4 hr lab)

GPV 1412 **Graphic Design** **2 SH**
(Prerequisite: None) An introduction to graphic design. Students will compare conventional typesetting with desktop publishing systems. This course includes the editing and layout of jobs, basic Macintosh computer terminology, installation and use of software, proofreading and markup for correction, and the study of type sizes, styles, leading, and line length. (1 hr lecture, 2 hr lab)

GPV 1514 **Process Camera and Darkroom** **4 SH**
(Prerequisite: None) Camera and darkroom techniques for line, halftone, and continuous tone photography. Includes study of films, diffusion transfer processes, chemistries, and special effects. (2 hr lecture, 4 hr lab)

GPV 1612 **Platemaking** **2 SH**
(Prerequisite: None) Image assembly and color reproduction - study of basic pre-press layout techniques. (1 hr lecture, 2 hr lab)

GPV 1716 **Press Operations** **6 SH**
(Prerequisite: None) Operation and maintenance of offset presses and duplicators. (2 hr lecture, 8 hr lab)

GPV 1814 **Binding and Finishing Operations** **4 SH**
(Prerequisite: None) Study of material and processes used in printing production including printing papers, offset inks, fountain solutions, and dampening systems. Includes study and practice in cost analysis, estimating, and bindery operations. (1 hr lecture, 6 hr lab)

GPV 1914 **Film Assembly** **4 SH**
(Prerequisite: None) Production techniques for preparing copy for reproduction. (2 hr lecture, 4 hr lab)

HEAVY EQUIPMENT MAINTENANCE (DIESEL/TRUCK MECHANIC)

HEV 1114 **Introduction to Heavy Equipment Mechanics** **4 SH**
(Prerequisite: None) An introduction to the occupation of diesel mechanics. Includes instruction in precision measurement devices and identification and use of testing equipment. (1 hr lecture, 6 hr lab)

HEV 1214 **Introduction to Diesel Engines** **4 SH**
(Prerequisite: None) A course to provide an introduction to the nomenclature and operation of a diesel engine. Includes instruction in engine parts and systems, operating cycles, oils and coolants, and partial disassembly of an engine. (1 hr lecture, 6 hr lab)

HEV 1224 **Engine Rebuilding** **4 SH**
(Prerequisite: None) A course to provide instruction and practice in the rebuilding of diesel engines used in medium to heavy duty commercial applications. Includes instruction in removing and installing engines, disassembly and inspection, and rebuilding of cylinders, heads, pistons, and other parts. (2 hr lecture, 4 hr lab)

HEV 1314 **Diesel Fuel Systems** **4 SH**
(Prerequisite: None) A course to provide instruction and practice in the basic maintenance and repair of a diesel fuel system. Includes practice in the maintenance and tune-up of injector nozzles. (2 hr lecture, 4 hr lab)

HEV 1413 **Diesel Tune-Up** **3 SH**
(Prerequisite: None) A course to provide instruction and practice in the minor tune-up of a diesel engine. (1 hr lecture, 4 hr lab)

HEV 1425 **Preventive Maintenance and Service** **5 SH**
(Prerequisite: None) A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (2 hr lecture, 6 hr lab)

HEV 1513 **Hydraulics** **3 SH**
(Prerequisite: None) A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. (1 hr lecture, 4 hr lab)

HEV 1713 **Introduction to Power Trains** **3 SH**
(Prerequisite: None) A course to provide instruction and practice related to power train components found on diesel powered vehicles. Includes instruction on safety and terminology associated with power trains, clutches, transmissions, drive shafts, and final drives/differentials. (1 hr lecture, 4 hr lab)

HEV 2235 **Engine Troubleshooting and Tune-Up** **5 SH**
(Prerequisite: HEV 1224) A course to provide advanced skills and knowledge related to the diagnosis of problems in the different systems of the diesel engine. Includes instruction and practice in diagnosing problems related to fuel, cooling, electrical, and lubrication systems. (l hr lecture, 4 hr lab)

HEV 2325 **Advanced Fuel Systems** **5 SH**
(Prerequisite: HEV 1314) A continuation of Diesel Fuel Systems with emphasis on inline, PT, and unit injection systems. (2 hr lecture, 6 hr lab)

HEV 2525 **Advanced Hydraulics** **5 SH**
(Prerequisite: HEV 1513) A course to provide advanced skills in the theory and operation of hydraulic systems associated with diesel power equipment. Includes instruction on the different types of components, and circuits used in hydraulic systems and on interpreting schematics of such systems. (2 hr lecture, 6 hr lab)

HEV 2625 **Advanced Brake Systems** **5 SH**
(Prerequisite: ATV 1213) A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of compressors, reservoirs, valves, and brake units. (2 hr lecture, 6 hr lab)

HEV 2725 **Advanced Power Trains** **5 SH**
(Prerequisite: HEV 1713) A course to provide advanced skills and knowledge related to the transmission of power from the engine to the wheels or tracks. Includes instruction and practice on the maintenance and repair of transmissions, power take-off units, and U-joints and propeller shafts. (2 hr lecture, 6 hr lab)

HEV 2816 **Auxiliary Systems Components** **6 SH**
(Prerequisite: None) A course to provide advanced skills and knowledge in the repair and service of auxiliary systems on a diesel engine. Includes instruction and practice in servicing water pumps, blowers, engine brakes, and starting systems. (2 hr lecture, 8 hr lab)

INDUSTRIAL DRAFTING

DDV 1115 **Fundamentals of Drafting** **5 SH**
(Prerequisite: None) Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. (2 hr lecture, 6 hr lab)

DDV 1125 **Machine Drafting I** **5 SH**
(Prerequisite: DDV 1115) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. (2 hr lecture, 6 hr lab)

DDV 1315 **Principles of Computer Aided Drafting (CAD)** **5 SH**
(Prerequisite: DDV 1115) This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 6 hr lab)

DDV 1413 **Elementary Surveying** **3 SH**
(Prerequisite: None) Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. (2 hr lecture, 2 hr lab)

DDV 1615 **Architectural Design I** **5 SH**
(Prerequisites: DDV 1115, DDV 2145) Presentation and application of architectural drafting room standards. (2 hr lecture, 6 hr lab)

DDV 2145 **Machine Drafting II** **5 SH**
(Co-requisite: DDV 1125) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 6 hr lab)

DDV 2325 **Advanced Computer Aided Drafting (CAD)** **5 SH**
(Prerequisites: DDV 1115, DDV 1315) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab)

DDV 2425 **Mapping and Topography Lab** **5 SH**
(Co-requisite: DDV 1413, Prerequisite: DDV 1315) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 6 hr lab)

DDV 2625 **Architectural Design II** **5 SH**
(Prerequisite: DDV 2145) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (2 hr lecture, 6 hr lab)

DDV 2915 **Special Project** **5 SH**
(Prerequisite: Minimum of 12 SH drafting courses.) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)

DDV 2925 **Special Project II** **5 SH**
(Prerequisite: Minimum of 12 SH drafting courses.) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)

INDUSTRIAL MAINTENANCE TRADES

IMV 1014 **Essential Skills for Industrial Maintenance Trades** **4 SH**
(Prerequisite: None) This course is composed of the essential skills from the high school Industrial Maintenance Trades curriculum. This course is designed for students entering the Industrial Maintenance programs who have no previous training in the field. (2 hr lecture, 2 hr lab)

IMV 1113 **Industrial Maintenance Plumbing** **3 SH**
(Prerequisite: None) This course is designed to prepare students in the field of plumbing as related to industrial maintenance. (1 hr lecture, 4 hr lab)

IMV 1214 **Maintenance Welding and Metals I** **4 SH**
(Prerequisite: None) This course is designed to give the student experience in various welding applications used in industrial maintenance. (1 hr lecture, 6 hr lab)

IMV 1224 **Maintenance Welding and Metals II** **4 SH**
(Prerequisite: IMV 1214) This course is a continuation of IMV 1214. (1 hr lecture, 6 hr lab)

IMV 1314 **Maintenance of Heating, Ventilating, and Air Conditioning I** **4 SH**
(Prerequisite: None) This course is designed to give the student experience in maintaining heating, ventilating, and air conditioning systems. (1 hr lecture, 6 hr lab)

IMV 1324 **Maintenance of Heating, Ventilating, and Air Conditioning II** **4 SH**
(Prerequisite: IMV 1314) This course is a continuation of IMV 1314. (1 hr lecture, 6 hr lab)

IMV 1414 **Industrial Maintenance Electricity I** **4 SH**
(Prerequisite: None) This course is designed to give the student experience in practical application in industrial wiring and repair. (1 hr lecture, 6 hr lab)

IMV 1424 **Industrial Maintenance Electricity II** **4 SH**
(Prerequisite: IMV 1414) This course is a continuation of IMV 1414. (1 hr lecture, 6 hr lab)

IMV 1513 **Structural Repair** **3 SH**
(Prerequisite: None) This course is designed to give the student experience in estimating and making repairs of wood, metal, and masonry structures. (1 hr lecture, 4 hr lab)

MACHINE SHOP

MSV 1115 **Power Machinery I** **5 SH**
(Prerequisite: None) A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. (1 hr lecture 8 hr lab)

MSV 1124 **Power Machinery II** **4 SH**
(Prerequisite: MSV 1115) A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. (1 hr lecture, 6 hr lab)

MSV 1313 **Advanced Shop Mathematics** **3 SH**
(Prerequisite: None) An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. (2 hr lecture, 2 hr lab)

MSV 1413 **Blueprint Reading** **3 SH**
(Prerequisite: None) A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. (2 hr lecture, 2 hr lab)

MSV 1423 **Advanced Blueprint Reading** **3 SH**
(Prerequisite: MSV 1413) A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. (2 hr lecture, 2 hr lab)

MSV 1513 **Machine Tools I** **3 SH**
(Prerequisite: None) A course in Machine Tool Technology designed for machinists. Topics covered include instruction and practice in hand tools and bench work, and operation of power saws and precision measurement instruments. (2 hr lecture, 2 hr lab)

MSV 1523 **Machine Tools II** **3 SH**
(Prerequisite: MSV 1513) A continuation of Machine Tools I. Emphasis is placed on the use of drilling machines and milling machines. (2 hr lecture, 2 hr lab)

MSV 1613 **Precision Layout** **3 SH**
(Prerequisite: None) An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. (2 hr lecture, 2 hr lab)

MSV 2135 **Advanced Power Machinery I** **5 SH**
(Prerequisite: MSV 1124) A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. (2 hr lecture, 6 hr lab)

MSV 2145 **Advanced Power Machinery II** **5 SH**
(Prerequisite: MSV 2135) A continuation of Advanced Power Machinery I with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. (2 hr lecture, 6 hr lab)

MSV 2714 **Computer Numerical Control Operations I** **4 SH**
(Prerequisite: None) An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. (3 hr lecture, 2 hr lab)

MSV 2726 **Computer Numerical Control Operations II** **6 SH**
(Prerequisite: MSV 2714) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. (2 hr lecture, 8 hr lab)

MSV 2812 **Metallurgy** **2 SH**
(Prerequisite: None) An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. (1 hr lecture, 2 hr lab)

MEAT MERCHANDISING

MTV 1118 **Introduction to Meat Merchandising** **8 SH**
(Prerequisite: None) This course consists of the identification of wholesale and retail cuts of meat. The course also includes preparation and serving of meat products. Background information is provided on dressing, chilling, storage, sanitation, inspection, grading, curing, and smoking procedures for different types of meat products. (2 hr lecture, 12 hr lab)

MTV 1218 **Meat Merchandising I** **8 SH**
(Prerequisite: MTV 1118) This course is the study of breaking carcasses into wholesale boxed cuts of beef, pork, and lamb; preparing basic retail cuts from wholesale boxed cuts; boning procedures; and packaging. (2 hr lecture, 12 hr lab)

MTV 1228 **Meat Merchandising II** **8 SH**
(Prerequisite: MTV 1218) This course includes cutting and merchandising poultry, and fish products; merchandising of smoked meat counter; refrigeration; and display techniques of poultry, fish and smoked meats. (2 hr lecture, 12 hr lab)

MTV 1318 **Advanced Meat Merchandising I** **8 SH**
(Prerequisite: MTV 1228) This course includes advanced merchandising techniques including wholesale purchasing, meat pricing and forecasting gross profits, gross profit control yield data, and conducting cutting test. (2 hr lecture, 12 hr lab)

MTV 1328 **Advanced Meat Merchandising II** **8 SH**
(Prerequisite: MTV 1318) This course is a special study of meat merchandising as it affects the many different phases of the meat industry. The course includes salesmanship and customer relations. (2 hr lecture,12 hr lab)

OFFICE MACHINE REPAIR

OMV 1148 **Introduction to Office Machines** **8 SH**
(Prerequisite: CEV 1138) Introduction to the office machine field. The student is taught terminology, tools, tool care and safety. (4 hr lecture, 8 hr lab)

OMV 1158 **Electronic Office Machines I** **8 SH**
(Prerequisite: OMV 1148) Digital logic circuits and the study of adjustment and repair of electronic typewriters and calculators. (4 hr lecture, 8 hr lab)

OMV 2118 **Electronic Office Machines II** **8 SH**
(Prerequisite: OMV 1158) A continuation of Office Machines I and introduction to repair of personal computers. (4 hr lecture, 8 hr lab)

OMV 2128 **Advanced Problems** **8 SH**
(Prerequisite: OMV 2118) A study of failure and analysis of personal computers and peripheral devices. (4 hr lecture, 8 hr lab)

PRACTICAL NURSING

PNV1212 **Basic Nutrition** **2 SH**
(Prerequisite: None) This course consists of a study of nutrition for a normal and healthy person. Digestion, metabolism, and diet therapy are introduced. (2 hr lecture)

PNV 1313 **Body Structure and Function** **3 SH**
(Prerequisite: None) This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (2 hr lecture, 2 hr lab)

PNV 1322 **Growth and Development** **2 SH**
(Prerequisite: None) This course is a study of the normal developmental processes of humans from infancy to death, including physical, emotional, social, and intellectual aspects. (2 hr lecture)

PNV 1414 **Fundamentals of Nursing** **4 SH**
(Prerequisite: None) This course includes orientation to program policies, overview of nursing history, legal aspects of nursing, the role of the practical nurse in health care and leadership development through student organizations. Also, this course provides the student with knowledge and skills necessary to care for the patient. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. Included is preparation to assist the patient in meeting basic living needs. Laboratory and clinical experiences are provided, considering all age groups. (4 hr lecture)

PNV 1425 **Fundamentals of Nursing Lab and Clinical** **5 SH**
(Co-requisite: PNV 1414) Supervised clinical experience in fundamentals of nursing for all age groups. Develop skills to assist patient in meeting basic living needs. (6 hr lab, 8 hr supervised work experience)

PNV 1439 **Medical/Surgical Disorders** **9 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1012. AHT 1021) This course provides the study of medical surgical alterations of the body's systems. The student, using the nursing process, will learn to modify nursing care as necessary to meet the patient's needs. Laboratory and clinical skills will be practiced to enhance the application of knowledge learned in theory including medication administration. (4 hr lecture, 2 hr lab, 16 hr supervised clinical experience)

PNV 1454 **Alternations in Genito-Urinary & Endocrine Systems** **4 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1012, AHT 1021) The student will develop an understanding of the nursing process and how to care for patients with alterations of the genito-urinary and endocrine systems through theory and clinical experiences. (3 hr lecture, 4 hr supervised clinical experience.)

PNV 1514 **Pharmacology** **4 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1210, AHT 1021) This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. (2 hr lecture, 2 hr lab, 4 hr supervised clinical experience)

PNV 1613 **Maternal and Newborn Care** **3 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1012, AHT 1021) This course is designed to study the processes involved from conception to delivery and newborn care. The student will be prepared to care for the expectant mother, newborn, and family unit during normal and complicated pregnancy and delivery. Clinical experience includes perinatal, labor, delivery, postpartum, and newborn periods. (2 hr lecture, 4 hr supervised work experience)

PNV 1714 **Pediatric Nursing** **4 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1012, AHT 1021) This course prepares the student to care for the normal and abnormal conditions of childhood in all age ranges. Nursing process is included in the care of each child and their specific disorder. Clinical experience is provided to enhance application of theory previously learned. (3 hr lecture, 4 hr supervised work experience)

PNV 1813 **Psychiatric Concepts** **3 SH**
(Prerequisites: RSV 1003, PNV 1212, PNV 1313, PNV 1322, PNV 1414, PNV 1425, AHT 1012, AHT 1021) This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (2 hr lecture, 4 hr supervised work experience)

REFRIGERATION AND AIR CONDITIONING

ACV 1111 **CFC Certification** **1 SH**
(Prerequisite: None) This course is designed to provide students with the information and the knowledge necessary to participate in the CFC Certification Examination. (1 hr lecture)

ACV 1114 **Basic Compression Refrigeration** **4 SH**
(Prerequisite: None) A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. (2 hr lecture, 4 hr lab)

ACV 1213 **Climatic Control I** **3 SH**
(Prerequisite: None) Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. (2 hr lecture, 2 hr lab)

ACV 1223 **Climatic Control II** **3 SH**
(Prerequisite: ACV 1213) A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. (2 hr lecture, 2 hr lab)

ACV 1315 **Residential Refrigeration** **5 SH**
(Prerequisite: None) This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. (2 hr lecture, 6 hr lab)

ACV 1323 **Commercial Systems** **3 SH**
(Prerequisite: ACV 1114) This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. (2 hr lecture, 4 hr lab)

ACV 1413 **Air Conditioning I** **3 SH**
(Prerequisite: None) This course includes procedures for servicing residential window air conditioning units. (2 hr lecture, 2 hr lab)

ACV 1913 **Tubing and Pipe** **3 SH**
(Prerequisite: None) A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. (1 hr lecture, 4 hr lab)

ACV 1933 **Special Project** **3 SH**
(Prerequisite: Minimum of one semester of study in Heating and Air Conditioning) A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lab)

ACV 1946 **Work Experience** **6 SH**
(Prerequisite: Completion of at least one semester of advanced course work in heating and air conditioning.) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. (18 hr externship)

ACV 2146 **Heat Pump Certification** **6 SH**
(Prerequisite: None) R.S.E.S. Heat pump course. History of heat pump design, early application and operating principles. Designed to provide the student with the information needed to take R.S.E.S. Heat Pump Certification Exam. (6 hr lecture)

ACV 2424 **Air Conditioning II** **4 SH**
(Prerequisite: ACV 1413) A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. (2 hr lecture, 4 hr lab)

ACV 2433 **Air Conditioning III** **3 SH**
(Prerequisite: ACV 2424) A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. (2 hr lecture, 2 hr lab)

ACV 2514 **Computerized Energy Management I** **4 SH**
(Prerequisite: None) Introduction to computerized energy management, theory, and principles. Emphasized are input/output measurements, characteristics, tools, and applications. (2 hr lecture, 4 hr lab)

ACV 2523 **Computerized Energy Management II** **3 SH**
(Prerequisite: ACV 2514) This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. (2 hr lecture, 2 hr lab)

ACV 2613 **Psychometrics** **3 SH**
(Prerequisite: None) A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. (1 hr lecture, 4 hr lab)

ACV 2624 **Heat Load Calculation and Duct Sizing** **4 SH**
(Prerequisite: None) A study of heat lead calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. (2 hr lecture, 4 hr lab)

RELATED STUDIES (VOCATIONAL)

RSV 1003 **Related Studies I** **3 SH**
(Prerequisite: None) This course is designed for vocational students who lack entry level skills in mathematics, English, science, etc., which are necessary for success in their chosen occupational program. Enrollment is required for all students who: 1) score less than the 10th grade level on the standardized Test of Adult Basic Education (TABE), 2) have not graduated from high school and need to achieve the GED high school equivalency diploma, or 3) require advanced related studies instruction for success in their occupational program. This course is waived and not required for all others. Generally, instruction is individually prescribed and learning is self-paced. Upon the achievement of the required competencies, students may exit the course immediately without further attendance. (2 hr lecture, 2 hr lab)

RSV 1013 **Related Studies II** **3 SH**
(Prerequisite: RSV 1003) This course is a continuation of Related Studies I. (2 hr lecture, 2 hr lab)

WELDING

WLV 1115 **Shielded Metal Arc Welding** **5 SH**
(Prerequisite: None) This course is designed to teach students welding techniques using electrodes. (1 hr lecture, 10 hr lab)

WLV 1122 **Blueprint Reading to Shop Math** **2 SH**
(Prerequisite: None) Instruction in learning to read Blueprints and applied shop math as related to the welding and fabrication industry. (2 hr lecture)

WLV 1127 **Gas Metal Arc Welding** **7 SH**
(Prerequisite: None) This course is designed to give the student experience in various welding applications with the M.I.G. welder. (1 hr lecture, 12 hr lab)

WLV 1136 **Gas Tungsten Arc Welding** **6 SH**
(Prerequisite: None) This course is designed to give the student experience in various welding applications with the T.I.G. welder. (1 hr lecture, 10 hr lab)

WLV 1143 **Flux Cored Arc Welding** **3 SH**
(Prerequisite: None) This course is designed to give the student experience in FCAW. (1 hr lecture, 4 hr lab)

WLV 1155 **Fabrication** **5 SH**
(Prerequisite: None) Structural Fabrication and construction of assigned welding projects. (1 hr lecture, 8 hr lab)

WLV 1162 **Gas Metal Arc Aluminum Welding** **2 SH**
(Prerequisite: None) This course is designed to give the student experience in GMAAW in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1172 **Oxyacetylene Welding** **2 SH**
(Prerequisite: None) This course is designed to give the student experience in OAW and Brazing in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1212 **Plasma Arc Cutting** **2 SH**
(Prerequisite: None) This course is designed to give the student experience in PAC in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1222 **Air Carbon Arc Cutting** **2 SH**
(Prerequisite: None) This course is designed to give the student experience in AAC in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

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NOTES

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

NOTICE OF NON-DISCRIMINATORY POLICY FOR STUDENTS AND EMPLOYEES

In compliance with Title VII, Civil Rights Act of 1964, Education Amendments of 1972 to the Higher Education Act, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, Executive order 11246 and Revised order No. 4, Hinds Community College assures that no one shall, on the grounds of race, color, national origin, religion, sex, age, or disability be excluded from participation in or be denied the benefits of or otherwise be subject to discrimination in any program or activity of the College. Hinds Community College is an equal opportunity employer and welcomes students and employees alike without regard to race, color, national origin, religion, sex, age, or disability.

HINDS COMMUNITY COLLEGE
APPLICATION FOR ADMISSION

- Type or print
- Give full name
- No nicknames
- Complete all sections
- Incomplete applications will be returned and could delay your entrance

PLEASE RETURN TO:

Office of Administration and Records
Hinds Community College
Raymond, MS 39154-9799
Telephone: 857-3212

_____ _____ _____
Last Name First Middle/Maiden

_____ _____ ( ) _____
Birthdate Age Home Phone Number

_____
Student's Mailing Address Street or P.O. Box City County State Zip+4

If your place of birth is outside of the United States, are you now a legal resident? ❒ Yes ❒ No If yes, list alien number _____

If under age 21, list name and address of parent or legal guardian:

_____ / _____
Last Name First Middle Street or P.O. Box City State Zip+4

SEX: ❒ Male ❒ Female

RACE: ❒ Non-Resident Alien (1) ❒ Black Non-Hispanic (2) ❒ American Indian or Alaska Native (3) ❒ Asian or Pacific Islander (4) ❒ Hispanic (5) ❒ White Non-Hispanic (6)

CHURCH PREFERENCE: ❒ Baptist (1) ❒ Methodist (2) ❒ Presbyterian (3) ❒ Catholic (4) ❒ Episcopal (5) ❒ Church Of Christ (6) ❒ Other (7)

Application is requested for term beginning: ❒ Fall ❒ Spring ❒ Summer 19 _____ ❒ Day ❒ Evening

FIELD OF STUDY: _____

CURRICULUM: ❒ Academic ❒ Technical ❒ Vocational ❒ CEU/AVE

LOCATION(S) YOU PLAN TO ATTEND:
❒ Jackson-Academic/Technical Center (JK) ❒ Jackson-Universities Center (UV)
❒ Jackson-Nursing/Allied Health Center (NA) ❒ Rankin Campus (RK) ❒ Raymond Campus (RY)
❒ Utica Campus (UT) ❒ Vicksburg-Warren County (VB)

STUDENT STATUS (Check only one) ❒ Beginning Freshman ❒ Transfer from another college or student with college degree:

Name of last college attended _____
Name City State

Name you attended under _____ (Dates) _____

Are you eligible for immediate readmission? ❒ Yes ❒ No

❒ Former Hinds Community College student? ❒ Yes ❒ No

Dates of attendance _____ Program _____ Campus _____

Name you attended under _____ (Dates) _____

Last college attended since leaving Hinds _____
Name City State

BASIS FOR ADMISSION (Check only one)
❒ Beginning Freshman
❒ College transfer student
❒ First-time freshman completing 17 high school units plus achieving a standard score of 18 or higher on the first writing of the ACT
❒ Non-Degree seeking student (Age 21 years or older)
❒ Readmission to Hinds Community College
❒ Satisfactory scores on the General Education Development Test (GED)
❒ Non-high school graduate (FOR VOCATIONAL STUDENTS ONLY)

High School Attended _____
Name of School City State Graduation Date

SIGNATURE OF APPLICANT _____ DATE _____

SOCIAL SECURITY NUMBER _____

FALSIFICATION OF INFORMATION IS A BASIS FOR DENYING ADMISSION OR FOR IMMEDIATE TERMINATION OF ENROLLMENT.

MAIL DIRECTLY TO:

Hinds Community College
Housing - Raymond Campus
Raymond, MS 39154-9799

OR

Hinds Community College
Housing - Utica Campus
Utica, MS 39175-9599

HINDS COMMUNITY COLLEGE
RESIDENCE HALL ROOM APPLICATION

If you desire on-campus housing accommodations, please complete this application and return it to your campus preference.

Soc. Sec. No. _____ Phone No. _____

(Print)
Name _____
Last First Middle

Address _____

City _____ County _____ State _____ Zip _____

1. A check or money order in the amount of $50 (NO CASH) payable to HIND COMMUNITY COLLEGE must accompany this form if housing is requested. This $50 room deposit will remain on record for the duration of you residency and may be used totally or in part for any damages incurred.

2. We invite any student who has a disability which requires special assistance to bring it to the attention of the college.

3. If room space is not available on your requested campus, would you consider another campus? ❑ Yes ❑ No

4. Preferred roommate's name _____
Last First Middle

Roommate's Social Security No. _____

Applicant's Signature _____

5. Smoking Status of room assignment. ❑ Non-smoking ❑ Smoking

NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING
REMEMBER TO ENCLOSE $50 CHECK PAYABLE TO HINDS COMMUNITY COLLEGE

6. Please check ALL semesters you wish to reside in Campus Housing.
   - ❑ Fall Semester 19 _____
   - ❑ Spring Semester 19 _____
   - ❑ 1st Summer Session 19 _____
   - ❑ 2nd Summer Session 19 _____

RAYMOND CAMPUS

7. First time entering student - Rank order preference 1 or 2.
   - ❑ MALE ❑ FEMALE
   - ___ Virden Hall ___ Davis
   - ___ Williams Hall ___ Hardy-Puryear Hall

8. Returning to Hinds (Sophomore)
   - ❑ MALE ❑ FEMALE
   - ___ Sheffield-Woolley Hall ___ Marshall Hall
   - ___ Greaves Hall ___ Allen-Whitaker Hall

9. Honors Hall for Sophomores with a 2.75 GPA or higher.
   - ___ Greaves Hall (Men) (Suites 201-205)
   - ___ Main Hall (Female) Non-Smoking

UTICA CAMPUS

- ❑ MALE ❑ FEMALE
- ___ B.E. Lewis Hall ___ Maggie Dunston Hall
- ___ Newton-Walker Hall

FOR OFFICE USE ONLY

Campus _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Receipt No. _____

NOTE: ALL AOMISSION REQUIREMENTS MUST BE MET BEFORE A ROOM ASSIGNMENT CAN BE MADE. ALL FEES MUST BE PAID BEFORE A KEY TO YOUR RESIDENCE HALL ROOM WILL BE ISSUED

3-95/HousingAppCatalog/Catalogdsk1/ttc

Hinds Community College is now offering a 24-hour Student Information Line.

1·800 HINDS CC

he following items can be selected from the Main Menu...

ess [1] for the **Recruiting Office** - to find out more about Hinds Community College.

ess [2] for **Locations** - learn more about the six locations in the Hinds district, including program offerings, extracurricular activities, campus tours, directions, and hours of operation.

ess [3] for **Admissions and Records** - a step-by-step list of requirements to be admitted to Hinds Community College.

ess [4] for **Financial Aid and Scholarships** - a wide variety of financial aid, including grants, scholarships, loans, work-study, and veteran's benefits are offered. Find out deadline dates and how to apply.

ess [5] for **Counseling and Registration** - get advising and scheduling information on how to enroll in classes, registration dates and times, and information on testing for the ACT, GED, TABE, etc.

ess [6] for **Housing** - find out how to apply and the costs for the full college experience of living on campus at the Raymond and Utica campuses.

ess [7] for the **One-Stop Career Center** - for students, individuals, or displaced employees wanting help preparing for work or job changes.

ess [8] for the **Resource & Coordinating Unit for Economic Development** - for information on short term/continuing education classes, adult basic education (literacy), GED, and the Small Business Development Center, which offers counseling on how to start your own small business or expand an existing small business.

ess [9] for **Telecourses** - televised courses for busy people who need a flexible alternative to class room instruction.

o have information faxed to you follow these directions:

dmissions Application: choose [3] from the Main Menu, press the pound sign [#] and enter your AX number including area code.

pplication for Financial Aid and Scholarships: choose [4] from the Main Menu, press the pound gn [#] and enter your FAX number including area code.

ousing Application: choose [6] from the Main Menu, press the pound sign [#] and enter your FAX mber including area code.

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Raymond, Mississippi 39154-9799

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